

MARINE CORPS ORDER 1510.73C

From: Commandant of the Marine Corps  
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR SUPPLY ADMINISTRATION AND  
OPERATION, OCCUPATIONAL FIELD (OCCFLD) 30

Ref: (a) MCO 1510.34A  
(b) MCO 1553.1B  
(c) MCO 1553.2  
(d) MCO 1553.3  
(e) MCO 3500.27

Encl: (1) Description of an Individual Training Standard  
(2) Management of Individual Training Standards  
(3) Summary/Index of Individual Training Standards  
(4) Common Individual Training Standards  
(5) Training Support  
(6) Individual Training Standards  
(7) Summary/Index of Individual Training Standards by Specific Category (MOJT,  
DL, PST)

1. Purpose. To publish revised Individual Training Standards (ITS), enclosures (1) through (7), for OccFld 30. This revision is intended to capture the most current business procedures for the Supply community, and to reorganize this information into a format that is easier to use.

2. Cancellation. This order replaces MCO 1510.73B.

3. Background

a. The references establish the system used to publish all training standards, provide policy, and assign training responsibilities, especially as applied to the Systems Approach to Training (SAT).

b. ITSs establish the training requirements for all Marines in the same occupational field (OccFld), Military Occupational Specialty (MOS), or billet. They provide a foundation upon which unit commanders, Functional Learning Center (FLC) directors, and distance learning (DL) developers build training packages for individual Marines as part of unit training plans or formal courses of instruction.

c. ITSs represent the skills that contribute to the unit mission as expressed in the Mission Performance Standards (MPS). Changes to doctrine or force structure or the introduction of new weapons or equipment may necessitate revision of this Order.

4. Summary of Revision. This ITS was subject to numerous changes to both the content of the tasks and to the organization of the tasks.

a. The content of the tasks for the 3002, 3010, 3043, 3051, and 3052 MOSs were modified with the input of Subject Matter Experts from throughout the Marine Corps to standardize practices and update them to reflect current supply business practices.

b. The tasks for the 3002, 3010, 3043, 3051, and 3052 MOSs were resequenced to facilitate cross referencing of tasks between MOSs. With the resequencing of the tasks, these MOSs further grouped tasks by grade. With the resequencing and regrouping of tasks by grade, many new duty areas were created that may contain no task for a particular grade. This was done intentionally in order to provide a logical means to modify tasks from one grade to another or to expand the scope of responsibility of a particular grade within a given MOS.

c. The tasks for the 3044 MOS have been left relatively unmodified to this point and are expected to be modified with the initial staffing of this order. The Front End Analysis for Occupational Field 30, conducted during February and March of 2001, had identified few differences between the job analysis and what was identified in the ITS order.

## 5. Information

a. ITSs are used by unit commanders, FLC directors, and DL developers to design, develop, conduct, and evaluate the individual training of Marines. Unit commanders are responsible for the sustainment of all individual tasks that have been deemed, through analysis, to support the unit's Mission Essential Task List (METL). Unit commanders can, therefore, use the tasks contained in this Order as the basis of individual training through Managed On-the-Job Training (MOJT), instruction in unit-level schools, or incorporation in their training plans. FLC directors and DL developers will derive Terminal Learning Objectives (TLO) and Enabling Learning Objectives (ELO) from the tasks, conditions, standards, and performance steps of each associated ITS. Task lists reported on Course Descriptive Data (CDD) submissions will consist of tasks contained in this Order that are designated for training at the appropriate level in the FLC. Task lists reported on Distance Learning Descriptive Data (DLDD) submissions will consist of tasks contained in this Order that are designated for DL training at the appropriate level.

b. Unit commanders and FLC directors are responsible for reviewing their training programs per reference (e) and making interventions that reduce risk to acceptable levels.

## 6. Action

### a. Commanding General, Marine Corps Combat Development Command (CG MCCDC)

(1) Ensure all FLCs use this Order to train personnel to the standards required by grade and MOS.

(2) Ensure the Marine Corps Institute (MCI) and the Training and Audiovisual Support Centers (TAVSC) provide standardized performance support tools (PST) and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with Operating Force and Supporting Establishment commanders and MOS Specialists/OccFld Managers.

(4) Ensure the Combat Development System identifies and mitigates the impact on training, by MOS and ITS, of all new equipment.

### b. Commanding Generals of the Marine Forces and Supporting Establishment Commands and Commanders of Separate Organizations not Commanded by a General Officer

(1) Use this Order as the basis for individual training.

(2) Conduct MOJT programs and/or instruction in unit level schools to satisfy initial, sustainment, and refresher training requirements in so far as the tasks support unit mission requirements.

7. Submission of Recommendations and Requirements. Recommendations concerning the content of this Order are invited. Submit recommendations for additions, deletions, or modifications to CG MCCDC (C472) via the chain of command.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

DISTRIBUTION:

Copy to: 7000110 (55)  
7230004 (20)  
8145005 (2)  
8145001 (1)  
7000144 (1)

## DESCRIPTION OF AN INDIVIDUAL TRAINING STANDARD

1. ITS Designator. Each ITS has a unique three-part identifier that represents an MOS (or billet), a duty (or functional) area within that MOS, and a specific task included in that duty area. Each part is separated by periods. An example of an ITS Designator is 3043.02.01.

a. The first four positions ("3043" in the example above) represent the MOS or billet. For any ITS associated with an official MOS, the four digits must be identical to those assigned to the MOS in MCO P1200.7 (MOS Manual).

b. The middle two positions ("02" in the example above) represent the duty or functional area. Duty areas within a given MOS are assigned Arabic numerals. Duty areas 1 through 9 are always preceded by a leading zero. In the example above, "02" represents the second duty area, Requisitioning- E1 to E3, under MOS 3043.

c. The last two positions ("01" in the example above) represent a specific task. Tasks within a specific duty or functional area are assigned Arabic numerals. Tasks 1 through 9 are always preceded by a leading zero. In the example above, "01" represents the first task, Perform Technical Research and Data Load, within the second duty area under MOS 3043.

2. ITS Components. There are six basic components of an ITS, five of which are mandatory:

a. Task. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or billet. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for an MOS are designated as "Core." Those advanced skills that are mission, grade, or billet specific are designated as "Core Plus."

b. Condition(s). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. Standard(s). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. Performance Steps. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. Reference(s). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. Administrative Instructions (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

3. ITS Training

a. Initial Training Setting. All ITSs are assigned an initial training setting that includes a specific location for initial instruction ["Core" designates the

ENCLOSURE (1)

Functional Learning Center (FLC) or "Core Plus" designates On-The-Job (OJT) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" grade (the lowest grade at which task proficiency is required).

b. Training Materiel. Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard.

c. Distance Learning Product(s). This section includes a list of any currently available or planned DL products designed to provide training related to this task.

d. Performance Support Tool(s). This section includes a list of any currently available or planned PSTs designed to provide training related to this task.

MANAGEMENT OF INDIVIDUAL TRAINING STANDARDS

1. ITS Use

a. ITSs form the basis for all individual training in Functional Learning Centers (FLC) and units. They are written for all MOSs in order to specify the critical skills required by units of their individual Marines in support of the unit's combat missions as defined in the unit's Mission Essential Task List (METL).

b. FLC directors are responsible for reviewing all ITSs marked for initial training at the FLC. They must conduct courses of instruction on those ITSs appropriate for their student populations in terms of grade or rank. The task portion of each ITS taught in a given course must appear in the Task List (Item 24) of the CDD for that course. In accordance with the Systems Approach to Training (SAT), a Program of Instruction (POI) must also be developed for the course.

c. ITSs provide measures of performance that can be used by unit commanders to diagnose individual deficiencies and design training. Noted deficiencies should be scheduled for remediation on training plans or through Managed On-The-Job Training (MOJT), as appropriate.

d. A Marine should continue to receive instruction on ITSs that support the unit's METL. Individual training cannot cease upon graduation from the FLC because FLCs cannot prepare every Marine to serve in every billet. Individuals should be given opportunities in the unit to gain experience and responsibility as quickly as possible.

2. ITS Maintenance

a. A relationship exists between ITSs and the threat to Marine forces. Changes in the threat often trigger corresponding changes in our weapons, equipment, or doctrine, which then necessitate producing new or updated training standards. Such action requires a team effort on the part of the operating forces, the FLCs, and staff agencies at both Headquarters, U.S. Marine Corps and the Marine Corps Combat Development Command (MCCDC).

b. ITSs are ultimately validated by unit commanders and FLC directors. Records of Proceedings (ROP) resulting from Course Content Review Boards (CCRB) conducted by FLCs are particularly well suited for recommending revisions. The ROP should contain a justification for each proposed addition, deletion, or change and should accompany any request to obtain authority to depart from the currently published ITSs. Unit commanders can recommend changes through participation in a school's CCRB or directly via the chain of command. Unless significant changes warrant earlier action, ITS orders are revised and republished on a 4-year cycle.

c. ITS management is a dynamic process involving user maintenance as the key to refining standards to best serve unit missions. ITS users should evaluate whether ITSs support or fail to support an MOS, and ITS components should be examined for realism and pertinence. Users are encouraged to submit recommended changes to published ITSs through the chain of command.

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure is a summary listing of all ITS tasks grouped by MOS and Duty Area.
2. Format. The columns are as follows:
  - a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.
  - b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.
  - c. TITLE. ITS Task Title.
  - d. CORE. An "X" appears in this column when the task is designated as a "core" task required to "make" a Marine and qualify that Marine for the appropriate MOS. The absence of an "X" indicates that this is an advanced ("core plus") task that is mission, grade, or billet specific.
  - e. FLC. Functional Learning Center. An "X" appears in this column when the FLC is designated as the initial training setting. The absence of an "X" indicates that the initial training is accomplished through Managed On-The-Job Training (MOJT).
  - f. DL. Distance Learning Product. An "X" in this column indicates that at least one DL product is associated with this task. Consult enclosure (6) for details.
  - g. PST. Performance Support Tool. An "X" in this column indicates that at least one PST is associated with this task. Consult enclosure (6) for details.
  - h. SUS. Sustainment Training Period. An entry in this column represents the number of months between evaluation or retraining by the unit to maintain the proficiency required by the standard, provided the task supports the unit's METL.
  - i. REQ BY. Required By. An entry in this column depicts the lowest grade required to demonstrate proficiency in this task.
  - j. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

| <u>SEQ</u> | <u>TASK</u> | <u>TITLE</u> | <u>CORE</u> | <u>FLC</u> | <u>DL</u> | <u>PST</u> | <u>SUS</u> | <u>REQ BY</u> | <u>PAGE</u> |
|------------|-------------|--------------|-------------|------------|-----------|------------|------------|---------------|-------------|
|------------|-------------|--------------|-------------|------------|-----------|------------|------------|---------------|-------------|

MOS 3002, GROUND SUPPLY OFFICERDUTY AREA 01 - PROPERTY ACCOUNTING: LT

|    |            |  |   |   |  |  |    |       |       |
|----|------------|--|---|---|--|--|----|-------|-------|
| 1) | 3002.01.01 | MANAGE ALLOWANCES  | X | X |  |  | 24 | 2ndLt | 6-A-1 |
| 2) | 3002.01.02 | SUBMIT T/O&E CHANGE REQUESTS   | X | X |  |  | 24 | 2ndLt | 6-A-1 |
| 3) | 3002.01.03 | MANAGE REDISTRIBUTIONS   | X |   |  |  | 12 | 2ndLt | 6-A-2 |
| 4) | 3002.01.04 | DIRECT DISPOSAL OF DAMAGED OR<br>DETERIORATED SUPPLIES AND EQUIPMENT | X |   |  |  | 24 | 2ndLt | 6-A-2 |
| 5) | 3002.01.05 | MANAGE CONTROLLED ITEMS  | X |   |  |  | 24 | 2ndLt | 6-A-3 |
| 6) | 3002.01.06 | MANAGE THE ROLLBACK OF EXCESS MATERIAL                               | X |   |  |  | 24 | 2ndLt | 6-A-3 |
| 7) | 3002.01.07 | MANAGE THE MAINTENANCE OF RESPONSIBLE<br>OFFICER (RO) ACCOUNTS       | X |   |  |  | 24 | 2ndLt | 6-A-4 |

ENCLOSURE (3)

| SEQ | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ BY | PAGE   |
|-----|------------|--|------|-----|----|-----|-----|--------|--------|
| 8)  | 3002.01.08 | CONDUCT ANNUAL INVENTORY   | X    |     |    |     | 12  | 2ndLt  | 6-A-4  |
| 9)  | 3002.01.09 | CONDUCT SPOT/CYCLICAL INVENTORY  | X    |     |    |     | 12  | 2ndLt  | 6-A-5  |
| 10) | 3002.01.10 | MAINTAIN MONEY VALUE GAIN/LOSS (MVGL) REPORT   | X    |     |    |     | 12  | 2ndLt  | 6-A-6  |
| 11) | 3002.01.11 | MANAGE SUBSIDIARY RECORDS/SYSTEMS FOR NON-ISSUED SERIALIZED GEAR                           | X    |     |    |     | 24  | 2ndLt  | 6-A-6  |
| 12) | 3002.01.12 | MAINTAIN SMALL ARMS REPORT   | X    |     |    |     | 24  | 2ndLt  | 6-A-7  |
| 13) | 3002.01.13 | MANAGE TEMPORARY LOAN FILES  | X    |     |    |     | 24  | 2ndLt  | 6-A-8  |
| 14) | 3002.01.14 | MANAGE NON-T/E ASSETS  |      |     |    |     | 12  | 2ndLt  | 6-A-8  |
| 15) | 3002.01.15 | MANAGE THE CONTROL OF INDIVIDUAL EQUIPMENT   | X    |     |    |     | 24  | 2ndLt  | 6-A-9  |
| 16) | 3002.01.16 | MANAGE SUPPLY RELATED INVESTIGATIONS   | X    |     |    |     | 24  | 2ndLt  | 6-A-10 |
| 17) | 3002.01.17 | ASSIST IN MAINTAINING THE MARINE CORPS GROUND EQUIPMENT RESOURCE REPORTABLE (MCGERR) ITEMS | X    |     |    |     | 12  | 2ndLt  | 6-A-10 |
| 18) | 3002.01.18 | ANALYZE PROPERTY ACCOUNTING REPORTS  | X    |     |    |     | 12  | 2ndLt  | 6-A-11 |

DUTY AREA 02 - REQUISITIONING: LT

|    |            |  |   |  |  |  |    |       |        |
|----|------------|--|---|--|--|--|----|-------|--------|
| 1) | 3002.02.01 | MANAGE PROCESSING OF ADDITIONAL DEMANDS  | X |  |  |  | 24 | 2ndLt | 6-A-12 |
| 2) | 3002.02.02 | MANAGE UNIFORM MOVEMENT ISSUE AND PRIORITY SYSTEM                                    | X |  |  |  | 36 | 2ndLt | 6-A-12 |
| 3) | 3002.02.03 | MANAGE MAINTENANCE OF REQUISITIONS   | X |  |  |  | 24 | 2ndLt | 6-A-13 |
| 4) | 3002.02.04 | MANAGE DAILY MAINTENANCE TRANSACTIONS LIST   | X |  |  |  | 12 | 2ndLt | 6-A-13 |
| 5) | 3002.02.05 | MANAGE THE RECONCILIATION OF THE MATERIAL OBLIGATION VALIDATION/BACKORDER VALIDATION |   |  |  |  | 24 | 2ndLt | 6-A-14 |
| 6) | 3002.02.06 | MANAGE THE SUPPLY DISCREPANCY REPORT   | X |  |  |  | 12 | 2ndLt | 6-A-14 |
| 7) | 3002.02.07 | ANALYZE THE REQUISITION MANAGEMENT REPORTS   | X |  |  |  | 36 | 2ndLt | 6-A-15 |

DUTY AREA 03 - FINANCIAL MANAGEMENT: LT

|     |            |  |   |  |  |  |    |       |        |
|-----|------------|--|---|--|--|--|----|-------|--------|
| 1)  | 3002.03.01 | PREPARE ANNUAL BUDGET  | X |  |  |  | 12 | 2ndLt | 6-A-16 |
| 2)  | 3002.03.02 | EXECUTE BUDGET/SPENDING PLAN   | X |  |  |  | 24 | 2ndLt | 6-A-17 |
| 3)  | 3002.03.03 | CONDUCT MIDYEAR REVIEW   | X |  |  |  | 12 | 2ndLt | 6-A-17 |
| 4)  | 3002.03.04 | MANAGE FISCAL ACCOUNTABILITY   | X |  |  |  | 24 | 2ndLt | 6-A-18 |
| 5)  | 3002.03.05 | CONDUCT ANNUAL CLOSEOUT  | X |  |  |  | 12 | 2ndLt | 6-A-19 |
| 6)  | 3002.03.06 | MANAGE FISCAL FOR UNIT FUNDED EXERCISES                                    |   |  |  |  | 12 | 2ndLt | 6-A-19 |
| 7)  | 3002.03.07 | MANAGE FISCAL FOR EXTERNALLY FUNDED EXERCISES                              |   |  |  |  | 24 | 2ndLt | 6-A-20 |
| 8)  | 3002.03.08 | MANAGE REIMBURSABLE FUNDING  |   |  |  |  | 12 | 2ndLt | 6-A-22 |
| 9)  | 3002.03.09 | MANAGE THE UNIT'S GOVERNMENT CREDIT CARD PROGRAM                           |   |  |  |  | 12 | 2ndLt | 6-A-22 |
| 10) | 3002.03.10 | DIRECT PURCHASES USING THE GOVERNMENT CREDIT CARD                          |   |  |  |  | 12 | 2ndLt | 6-A-23 |
| 11) | 3002.03.11 | INITIATE PURCHASING AND CONTRACTING REQUESTS                               |   |  |  |  | 18 | 2ndLt | 6-A-24 |
| 12) | 3002.03.12 | MANAGE THE PROCUREMENT OF SUPPLIES THE DIRECT SUPPORT STOCK CONTROL (DSSC) | X |  |  |  | 18 | 2ndLt | 6-A-24 |
| 13) | 3002.03.13 | VALIDATE THE COLLECTION AND TURN IN OF GOVERNMENT FUNDS                    | X |  |  |  | 12 | 2ndLt | 6-A-25 |



| SEQ   | TASK       | TITLE   | CORE | FLC | DL | PST | SUS | REQ   | BY     | PAGE |
|---|------------|---|------|-----|----|-----|-----|-------|--------|------|
| <u>DUTY AREA 04 - MISCELLANEOUS: LT</u>               |            |   |      |     |    |     |     |       |        |      |
| 1)  | 3002.04.01 | PREPARE SUPPLY OFFICER'S AND COMMANDING OFFICER'S CERTIFICATE OF RELIEF                                       | X    |     |    |     | 24  | 2ndLt | 6-A-27 |      |
| 2)  | 3002.04.02 | PREPARE ENDORSEMENT ON OUTGOING SUPPLY OFFICER'S CERTIFICATE OF RELIEF  | X    |     |    |     | 24  | 2ndLt | 6-A-27 |      |
| 3)  | 3002.04.03 | MAINTAIN REQUIRED LETTERS OF APPOINTMENT AND REVOCATION IN THE SUPPLY FIVE YEAR FILE                          | X    |     |    |     | 24  | 2ndLt | 6-A-28 |      |
| 4)  | 3002.04.04 | MAINTAIN RESULTS OF AUDITS AND VERIFICATION   |      | X   |    |     | 24  | 2ndLt | 6-A-29 |      |
| 5)  | 3002.04.05 | MANAGE PROCESSING OF MISSING/LOST/STOLEN/RECOVERED (MLSR) REPORTS   |      | X   |    |     | 12  | 2ndLt | 6-A-29 |      |
| 6)  | 3002.04.06 | MANAGE AMMUNITION ACCOUNTABILITY  |      |     |    |     | 18  | 2ndLt | 6-A-30 |      |
| 7)  | 3002.04.07 | MANAGE ACCOUNTABILITY OF PACKAGED OPERATIONAL RATIONS (PORS)  |      |     |    |     | 12  | 2ndLt | 6-A-31 |      |
| 8)  | 3002.04.08 | MANAGE PERSONAL EFFECTS   |      | X   |    |     | 24  | 2ndLt | 6-A-31 |      |
| 9)  | 3002.04.09 | MANGE PERMANENT ISSUE OF SPECIAL EQUIPMENT  |      | X   |    |     | 12  | 2ndLt | 6-A-32 |      |
| 10)   | 3002.04.10 | MANAGE INDIVIDUAL CLOTHING RECORDS  |      |     |    |     | 24  | 2ndLt | 6-A-33 |      |
| 11)   | 3002.04.11 | MANAGE THE PUBLICATION LISTING FOR THE UNIT SUPPLY SECTION  |      | X   |    |     | 12  | 2ndLt | 6-A-33 |      |
| 12)   | 3002.04.12 | ESTABLISH SUPPLY MOS SUSTAINMENT TRAINING   |      |     |    |     | 12  | 2ndLt | 6-A-34 |      |
| 13)   | 3002.04.13 | BRIEF COMMANDING OFFICER ON STATUS OF SUPPLY OPERATION  |      |     |    |     | 12  | 2ndLt | 6-A-35 |      |
| <u>DUTY AREA 05 - COMBAT SERVICE SUPPORT: LT</u>      |            |   |      |     |    |     |     |       |        |      |
| 1)  | 3002.05.01 | DEVELOP A SUPPLY SUPPORT PLAN TO SUPPORT MAGTF OPERATIONS   | X    |     |    |     | 24  | 2ndLt | 6-A-36 |      |
| 2)  | 3002.05.02 | PROVIDE SUPPLY FOCUSED COMBAT SERVICE SUPPORT INPUT IN MARITIME PREPOSITIONING FORCE (MPF) OPERATION PLANNING | X    |     |    |     | 12  | 2ndLt | 6-A-37 |      |
| 3)  | 3002.05.03 | CONDUCT SUPPLY SUPPORT OPERATIONS WITHIN A COMBAT SERVICE SUPPORT ELEMENT (CSSE)                              | X    |     |    |     | 24  | 2ndLt | 6-A-38 |      |
| 4)  | 3002.05.04 | MONITOR PREPARATION OF SUPPLIES FOR DEPLOYMENT  |      |     |    |     | 24  | 2ndLt | 6-A-39 |      |
| 5)  | 3002.05.05 | MANAGE ACCOUNTABILITY OF UNIT MARITIME PREPOSITIONING FORCE (MPF) ASSETS                                      |      |     |    |     | 12  | 2ndLt | 6-A-40 |      |
| 6)  | 3002.05.06 | SUPERVISE THE ESTABLISHMENT OF A FIELD WAREHOUSE  |      |     |    |     | 24  | 2ndLt | 6-A-41 |      |
| <u>DUTY AREA 06 - INTERMEDIATE SUPPLY SUPPORT: LT</u> |            |   |      |     |    |     |     |       |        |      |
| 1)  | 3002.06.01 | MANAGE INITIAL ISSUE PROVISIONING (IIP) PROGRAM   |      |     |    |     | 24  | 2ndLt | 6-A-43 |      |
| 2)  | 3002.06.02 | MONITOR REDISTRIBUTION OF REPARABLE ISSUE POINT ASSETS  |      |     |    |     | 12  | 2ndLt | 6-A-43 |      |
| 3)  | 3002.06.03 | MONITOR RECONCILIATION OF STORES ACCOUNTING RECORDS   |      |     |    |     | 12  | 2ndLt | 6-A-44 |      |
| <u>DUTY AREA 07 - STORAGE AND DISTRIBUTION: LT</u>    |            |   |      |     |    |     |     |       |        |      |
| 1)  | 3002.07.01 | MONITOR MAINTENANCE OF STORED ASSETS  |      | X   |    |     | 24  | 2ndLt | 6-A-45 |      |
| 2)  | 3002.07.02 | MANAGE WAREHOUSE SAFETY PROCEDURES  |      | X   |    |     | 12  | 2ndLt | 6-A-45 |      |

ENCLOSURE (3)

| SEQ | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ   | BY | PAGE   |
|-----|------------|--|------|-----|----|-----|-----|-------|----|--------|
| 3)  | 3002.07.03 | MANAGE HAZARDOUS MATERIAL  |      | X   |    |     | 6   | 2ndLt |    | 6-A-46 |
| 4)  | 3002.07.04 | MONITOR ELECTROSTATIC DISCHARGE (ESD)<br>SENSITIVE DEVICES DURING HANDLING,<br>STORAGE, AND TRANSPORTATION |      |     |    |     | 12  | 2ndLt |    | 6-A-47 |
| 5)  | 3002.07.05 | ENSURE COMPLIANCE WITH THE RADIOLOGICAL<br>AFFAIRS SUPPORT PROGRAM (RASP)                                  |      |     |    |     | 24  | 2ndLt |    | 6-A-47 |

DUTY AREA 25 - COMBAT SERVICE SUPPORT: CAPT

|    |            |   |  |  |  |  |    |      |  |        |
|----|------------|---|--|--|--|--|----|------|--|--------|
| 1) | 3002.25.01 | PLAN COMBAT SUPPLY SUPPORT OPERATIONS                                     |  |  |  |  | 12 | Capt |  | 6-A-53 |
| 2) | 3002.25.02 | PLAN COMBAT SERVICE SUPPORT OPERATIONS<br>IN A JOINT/COMBINED ENVIRONMENT |  |  |  |  | 12 | Capt |  | 6-A-54 |

DUTY AREA 26 - INTERMEDIATE SUPPLY SUPPORT: CAPT

|    |            |  |  |  |  |  |    |      |  |        |
|----|------------|--|--|--|--|--|----|------|--|--------|
| 1) | 3002.26.01 | DIRECT INTERMEDIATE STORAGE OPERATIONS   |  |  |  |  | 24 | Capt |  | 6-A-56 |
| 2) | 3002.26.02 | DIRECT INTERMEDIATE STOCK CONTROL<br>OPERATIONS                                      |  |  |  |  | 36 | Capt |  | 6-A-56 |
| 3) | 3002.26.03 | DIRECT THE BUY REVIEW  |  |  |  |  | 36 | Capt |  | 6-A-57 |
| 4) | 3002.26.04 | ESTABLISH STOCK OBJECTIVES   |  |  |  |  | 24 | Capt |  | 6-A-58 |
| 5) | 3002.26.05 | SUPERVISE COMMERCIAL ITEM PROCUREMENT  |  |  |  |  | 24 | Capt |  | 6-A-58 |
| 6) | 3002.26.06 | DIRECT DISPOSAL OF UNSERVICEABLE ASSETS  |  |  |  |  | 24 | Capt |  | 6-A-59 |
| 7) | 3002.26.07 | MANAGE SECONDARY DEPOT LEVEL REPARABLES  |  |  |  |  | 12 | Capt |  | 6-A-59 |
| 8) | 3002.26.08 | DIRECT THE MATERIAL OBLIGATION<br>VALIDATION (MOV) AND BACKORDER<br>VALIDATION (BOV) |  |  |  |  | 6  | Capt |  | 6-A-60 |
| 9) | 3002.26.09 | MANAGE THE DEPLOYMENT SUPPORT UNIT   |  |  |  |  | 24 | Capt |  | 6-A-60 |

DUTY AREA 45 - COMBAT SERVICE SUPPORT: MAJOR

|    |            |   |  |  |  |  |    |     |  |        |
|----|------------|---|--|--|--|--|----|-----|--|--------|
| 1) | 3002.45.01 | DEVELOP SUPPLY SUPPORT PLANS IN SUPPORT<br>OF MULTIPLE AREAS OF OPERATION |  |  |  |  | 12 | Maj |  | 6-A-67 |
| 2) | 3002.45.02 | MANAGE MAGTF WAR RESERVE MATERIEL   |  |  |  |  | 12 | Maj |  | 6-A-68 |
| 3) | 3002.45.03 | MANAGE MARINE CORPS WAR RESERVE<br>REQUIREMENTS                           |  |  |  |  | 24 | Maj |  | 6-A-69 |

DUTY AREA 46 - INTERMEDIATE SUPPLY SUPPORT: MAJOR

|    |            |   |  |  |  |  |    |     |  |        |
|----|------------|---|--|--|--|--|----|-----|--|--------|
| 1) | 3002.46.01 | DIRECT AUTOMATED INFORMATION SYSTEM DATA<br>PROCESSING                |  |  |  |  | 24 | Maj |  | 6-A-70 |
| 2) | 3002.46.02 | DIRECT MAINTENANCE OF THE REPARABLE<br>ISSUE POINT ASSETS AND RECORDS |  |  |  |  | 12 | Maj |  | 6-A-70 |

MOS 3010, GROUND SUPPLY OPERATIONS OFFICER

DUTY AREA 01 - PROPERTY ACCOUNTING: WO

|    |            |  |  |   |  |  |    |    |  |       |
|----|------------|--|--|---|--|--|----|----|--|-------|
| 1) | 3010.01.01 | MANAGE ALLOWANCES  |  | X |  |  | 24 | WO |  | 6-B-1 |
| 2) | 3010.01.02 | SUBMIT T/O&E CHANGE REQUESTS   |  | X |  |  | 24 | WO |  | 6-B-1 |
| 3) | 3010.01.03 | MANAGE REDISTRIBUTIONS   |  | X |  |  | 12 | WO |  | 6-B-2 |
| 4) | 3010.01.04 | DIRECT DISPOSAL OF DAMAGED OR<br>DETERIORATED SUPPLIES AND EQUIPMENT |  | X |  |  | 24 | WO |  | 6-B-2 |
| 5) | 3010.01.05 | MANAGE CONTROLLED ITEMS  |  | X |  |  | 24 | WO |  | 6-B-3 |
| 6) | 3010.01.06 | MANAGE THE ROLLBACK OF EXCESS MATERIAL                               |  | X |  |  | 24 | WO |  | 6-B-3 |
| 7) | 3010.01.07 | MANAGE THE MAINTENANCE OF RESPONSIBLE<br>OFFICER (RO) ACCOUNTS       |  | X |  |  | 24 | WO |  | 6-B-4 |

ENCLOSURE (3)

| SEQ | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|-----|------------|--|------|-----|----|-----|-----|-----|----|--------|
| 8)  | 3010.01.08 | CONDUCT ANNUAL INVENTORY   | X    |     |    |     | 12  | WO  |    | 6-B-4  |
| 9)  | 3010.01.09 | CONDUCT SPOT/CYCLICAL INVENTORY  | X    |     |    |     | 12  | WO  |    | 6-B-5  |
| 10) | 3010.01.10 | MAINTAIN MONEY VALUE GAIN/LOSS (MVGL) REPORT   | X    |     |    |     | 12  | WO  |    | 6-B-6  |
| 11) | 3010.01.11 | MANAGE SUBSIDIARY RECORDS/SYSTEMS FOR NON-ISSUED SERIALIZED GEAR                           | X    |     |    |     | 24  | WO  |    | 6-B-6  |
| 12) | 3010.01.12 | MAINTAIN SMALL ARMS REPORT   | X    |     |    |     | 24  | WO  |    | 6-B-7  |
| 13) | 3010.01.13 | MANAGE TEMPORARY LOAN FILES  | X    |     |    |     | 24  | WO  |    | 6-B-8  |
| 14) | 3010.01.14 | MANAGE NON-T/E ASSETS  |      |     |    |     | 12  | WO  |    | 6-B-8  |
| 15) | 3010.01.15 | MANAGE THE CONTROL OF INDIVIDUAL EQUIPMENT   | X    |     |    |     | 24  | WO  |    | 6-B-9  |
| 16) | 3010.01.16 | MANAGE SUPPLY RELATED INVESTIGATIONS   | X    |     |    |     | 24  | WO  |    | 6-B-10 |
| 17) | 3010.01.17 | ASSIST IN MAINTAINING THE MARINE CORPS GROUND EQUIPMENT RESOURCE REPORTABLE (MCGERR) ITEMS | X    |     |    |     | 12  | WO  |    | 6-B-10 |
| 18) | 3010.01.18 | ANALYZE PROPERTY ACCOUNTING REPORTS  | X    |     |    |     | 12  | WO  |    | 6-B-11 |

DUTY AREA 02 - REQUISITIONING: WO

|    |            |  |   |  |  |  |    |    |  |        |
|----|------------|--|---|--|--|--|----|----|--|--------|
| 1) | 3010.02.01 | MANAGE PROCESSING OF ADDITIONAL DEMANDS  | X |  |  |  | 24 | WO |  | 6-B-12 |
| 2) | 3010.02.02 | MANAGE UNIFORM MOVEMENT ISSUE AND PRIORITY SYSTEM                                    | X |  |  |  | 36 | WO |  | 6-B-12 |
| 3) | 3010.02.03 | MANAGE MAINTENANCE OF REQUISITIONS   | X |  |  |  | 24 | WO |  | 6-B-13 |
| 4) | 3010.02.04 | MANAGE DAILY MAINTENANCE TRANSACTIONS LIST   | X |  |  |  | 12 | WO |  | 6-B-13 |
| 5) | 3010.02.05 | MANAGE THE RECONCILIATION OF THE MATERIAL OBLIGATION VALIDATION/BACKORDER VALIDATION |   |  |  |  | 24 | WO |  | 6-B-14 |
| 6) | 3010.02.06 | MANAGE THE SUPPLY DISCREPANCY REPORT   | X |  |  |  | 12 | WO |  | 6-B-14 |
| 7) | 3010.02.07 | ANALYZE THE REQUISITION MANAGEMENT REPORTS   | X |  |  |  | 36 | WO |  | 6-B-15 |

DUTY AREA 03 - FINANCIAL MANAGEMENT: WO

|     |            |  |   |  |  |  |    |    |  |        |
|-----|------------|--|---|--|--|--|----|----|--|--------|
| 1)  | 3010.03.01 | PREPARE ANNUAL BUDGET  | X |  |  |  | 12 | WO |  | 6-B-16 |
| 2)  | 3010.03.02 | EXECUTE BUDGET/SPENDING PLAN   | X |  |  |  | 24 | WO |  | 6-B-17 |
| 3)  | 3010.03.03 | CONDUCT MIDYEAR REVIEW   | X |  |  |  | 12 | WO |  | 6-B-17 |
| 4)  | 3010.03.04 | MANAGE FISCAL ACCOUNTABILITY   | X |  |  |  | 24 | WO |  | 6-B-18 |
| 5)  | 3010.03.05 | CONDUCT ANNUAL CLOSEOUT  | X |  |  |  | 12 | WO |  | 6-B-19 |
| 6)  | 3010.03.06 | MANAGE FISCAL FOR UNIT FUNDED EXERCISES                                    |   |  |  |  | 12 | WO |  | 6-B-19 |
| 7)  | 3010.03.07 | MANAGE FISCAL FOR EXTERNALLY FUNDED EXERCISES                              |   |  |  |  | 24 | WO |  | 6-B-20 |
| 8)  | 3010.03.08 | MANAGE REIMBURSABLE FUNDING  |   |  |  |  | 12 | WO |  | 6-B-22 |
| 9)  | 3010.03.09 | MANAGE THE UNIT'S GOVERNMENT CREDIT CARD PROGRAM                           |   |  |  |  | 12 | WO |  | 6-B-22 |
| 10) | 3010.03.10 | DIRECT PURCHASES USING THE GOVERNMENT CREDIT CARD                          |   |  |  |  | 12 | WO |  | 6-B-23 |
| 11) | 3010.03.11 | INITIATE PURCHASING AND CONTRACTING REQUESTS                               |   |  |  |  | 18 | WO |  | 6-B-24 |
| 12) | 3010.03.12 | MANAGE THE PROCUREMENT OF SUPPLIES THE DIRECT SUPPORT STOCK CONTROL (DSSC) | X |  |  |  | 18 | WO |  | 6-B-24 |
| 13) | 3010.03.13 | VALIDATE THE COLLECTION AND TURN IN OF GOVERNMENT FUNDS                    | X |  |  |  | 12 | WO |  | 6-B-25 |

| SEQ   | TASK       | TITLE   | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|---|------------|---|------|-----|----|-----|-----|-----|----|--------|
| <u>DUTY AREA 04 - MISCELLANEOUS: WO</u>               |            |   |      |     |    |     |     |     |    |        |
| 1)  | 3010.04.01 | PREPARE SUPPLY OFFICER'S AND COMMANDING OFFICER'S CERTIFICATE OF RELIEF                                       | X    |     |    |     | 24  | WO  |    | 6-B-27 |
| 2)  | 3010.04.02 | PREPARE ENDORSEMENT ON OUTGOING SUPPLY OFFICER'S CERTIFICATE OF RELIEF  | X    |     |    |     | 24  | WO  |    | 6-B-27 |
| 3)  | 3010.04.03 | MAINTAIN REQUIRED LETTERS OF APPOINTMENT AND REVOCATION IN THE SUPPLY FIVE YEAR FILE                          | X    |     |    |     | 24  | WO  |    | 6-B-28 |
| 4)  | 3010.04.04 | MAINTAIN RESULTS OF AUDITS AND VERIFICATION   |      | X   |    |     | 24  | WO  |    | 6-B-29 |
| 5)  | 3010.04.05 | MANAGE PROCESSING OF MISSING/LOST/STOLEN/RECOVERED (MLSR) REPORTS   |      | X   |    |     | 12  | WO  |    | 6-B-29 |
| 6)  | 3010.04.06 | MANAGE AMMUNITION ACCOUNTABILITY  |      |     |    |     | 18  | WO  |    | 6-B-30 |
| 7)  | 3010.04.07 | MANAGE ACCOUNTABILITY OF PACKAGED OPERATIONAL RATIONS (PORS)  |      |     |    |     | 12  | WO  |    | 6-B-31 |
| 8)  | 3010.04.08 | MANAGE PERSONAL EFFECTS   |      | X   |    |     | 24  | WO  |    | 6-B-31 |
| 9)  | 3010.04.09 | MANGE PERMANENT ISSUE OF SPECIAL EQUIPMENT  |      | X   |    |     | 12  | WO  |    | 6-B-32 |
| 10)   | 3010.04.10 | MANAGE INDIVIDUAL CLOTHING RECORDS  |      |     |    |     | 24  | WO  |    | 6-B-33 |
| 11)   | 3010.04.11 | MANAGE THE PUBLICATION LISTING FOR THE UNIT SUPPLY SECTION  |      | X   |    |     | 12  | WO  |    | 6-B-33 |
| 12)   | 3010.04.12 | ESTABLISH SUPPLY MOS SUSTAINMENT TRAINING   |      |     |    |     | 12  | WO  |    | 6-B-34 |
| 13)   | 3010.04.13 | BRIEF COMMANDING OFFICER ON STATUS OF SUPPLY OPERATION  |      |     |    |     | 12  | WO  |    | 6-B-35 |
| <u>DUTY AREA 05 - COMBAT SERVICE SUPPORT: WO</u>      |            |   |      |     |    |     |     |     |    |        |
| 1)  | 3010.05.01 | PROVIDE SUPPLY SUPPORT CONCEPTS DURING COMBAT SERVICE SUPPORT OPERATIONS                                      | X    |     |    |     | 24  | WO  |    | 6-B-36 |
| 2)  | 3010.05.02 | PROVIDE SUPPLY FOCUSED COMBAT SERVICE SUPPORT INPUT IN MARITIME PREPOSITIONING FORCE (MPF) OPERATION PLANNING | X    |     |    |     | 12  | WO  |    | 6-B-37 |
| 3)  | 3010.05.03 | CONDUCT SUPPLY SUPPORT OPERATIONS WITHIN A COMBAT SERVICE SUPPORT ELEMENT (CSSE)                              | X    |     |    |     | 24  | WO  |    | 6-B-38 |
| 4)  | 3010.05.04 | MONITOR PREPARATION OF SUPPLIES FOR DEPLOYMENT  |      |     |    |     | 24  | WO  |    | 6-B-39 |
| 5)  | 3010.05.05 | MANAGE ACCOUNTABILITY OF UNIT MARITIME PREPOSITIONING FORCE (MPF) ASSETS                                      |      |     |    |     | 12  | WO  |    | 6-B-40 |
| 6)  | 3010.05.06 | SUPERVISE THE ESTABLISHMENT OF A FIELD WAREHOUSE  |      |     |    |     | 24  | WO  |    | 6-B-41 |
| <u>DUTY AREA 06 - INTERMEDIATE SUPPLY SUPPORT: WO</u> |            |   |      |     |    |     |     |     |    |        |
| 1)  | 3010.06.01 | MANAGE INITIAL ISSUE PROVISIONING (IIP) PROGRAM   |      |     |    |     | 24  | WO  |    | 6-B-43 |
| 2)  | 3010.06.02 | DIRECT DISPOSAL OF UNSERVICEABLE ASSETS   |      |     |    |     | 24  | WO  |    | 6-B-43 |
| 3)  | 3010.06.03 | MANAGE SECONDARY DEPOT LEVEL REPARABLES   |      |     |    |     | 12  | WO  |    | 6-B-44 |
| 4)  | 3010.06.04 | DIRECT THE MATERIAL OBLIGATION VALIDATION (MOV) AND BACKORDER VALIDATION (BOV)                                |      |     |    |     | 6   | WO  |    | 6-B-45 |
| 5)  | 3010.06.05 | DIRECT MAINTENANCE OF THE REPARABLE ISSUE POINT ASSETS AND RECORDS  |      |     |    |     | 12  | WO  |    | 6-B-45 |

ENCLOSURE (3)

| SEQ  | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|--|------------|--|------|-----|----|-----|-----|-----|----|--------|
| <u>DUTY AREA 07 - STORAGE AND DISTRIBUTION: WO</u>   |            |  |      |     |    |     |     |     |    |        |
| 1)   | 3010.07.01 | MONITOR MAINTENANCE OF STORED ASSETS   |      |     |    | 24  | WO  |     |    | 6-B-47 |
| 2)   | 3010.07.02 | MANAGE WAREHOUSE SAFETY PROCEDURES   |      |     |    | 12  | WO  |     |    | 6-B-47 |
| 3)   | 3010.07.03 | MANAGE HAZARDOUS MATERIAL  |      |     |    | 6   | WO  |     |    | 6-B-48 |
| 4)   | 3010.07.04 | MONITOR ELECTROSTATIC DISCHARGE (ESD)<br>SENSITIVE DEVICES DURING HANDLING,<br>STORAGE, AND TRANSPORTATION   |      |     |    | 12  | WO  |     |    | 6-B-49 |
| 5)   | 3010.07.05 | ENSURE COMPLIANCE WITH THE RADIOLOGICAL<br>AFFAIRS SUPPORT PROGRAM (RASP)  |      |     |    | 24  | WO  |     |    | 6-B-49 |
| <u>DUTY AREA 08 - INTERMEDIATE OPERATIONS: WO</u>    |            |  |      |     |    |     |     |     |    |        |
| 1)   | 3010.08.01 | SCHEDULE SASSY SUBSYSTEM AND DAILY<br>INVENTORY SYSTEM UPDATES WITH LOCAL<br>DEFENSE DATABASE MANAGEMENT ACTIVITIES<br>AND THE DEFENSE MEGA CENTER, ST LOUIS |      |     |    | 12  | WO  |     |    | 6-B-51 |
| 2)   | 3010.08.02 | SUPERVISE SUPPORTING MAINFRAME FILES<br>MAINTENANCE/UPDATES  |      |     |    | 12  | WO  |     |    | 6-B-52 |
| 3)   | 3010.08.03 | SUPERVISE DEVELOPMENT OF CLASS III<br>PROGRAMS   |      |     |    | 12  | WO  |     |    | 6-B-52 |
| 4)   | 3010.08.04 | MONITOR FUNCTIONAL SECURITY OF MAINFRAME<br>SYSTEMS  |      |     |    | 12  | WO  |     |    | 6-B-53 |
| 5)   | 3010.08.05 | COORDINATE ATCLASS FUNCTIONS   |      |     |    | 12  | WO  |     |    | 6-B-53 |
| 6)   | 3010.08.06 | COORDINATE CUSTOMER SERVICE FUNCTIONS  |      |     |    | 12  | WO  |     |    | 6-B-54 |
| <u>DUTY AREA 09 - INTERMEDIATE STOCK CONTROL: WO</u> |            |  |      |     |    |     |     |     |    |        |
| 1)   | 3010.09.01 | MONITOR GENERAL ACCOUNT BALANCE FILE<br>(GABF)   |      |     |    | 6   | WO  |     |    | 6-B-55 |
| 2)   | 3010.09.02 | MONITOR REPLENISHMENT STOCK REQUISITIONS<br>VIA THE DOCUMENT CONTROL FILE  |      |     |    | 12  | WO  |     |    | 6-B-55 |
| 3)   | 3010.09.03 | MANAGE MARINE CORPS WAR RESERVE MATERIAL   |      |     |    | 12  | WO  |     |    | 6-B-56 |
| <u>DUTY AREA 10 - INTERMEDIATE STORAGE: WO</u>       |            |  |      |     |    |     |     |     |    |        |
| 1)   | 3010.10.01 | MONITOR INTERMEDIATE STORAGE OPERATIONS<br>QUALITY CONTROL   |      |     |    | 24  | WO  |     |    | 6-B-57 |
| 2)   | 3010.10.02 | MONITOR INTERMEDIATE STORAGE MATERIAL<br>MANAGEMENT PROGRAMS   |      |     |    | 12  | WO  |     |    | 6-B-57 |
| 3)   | 3010.10.03 | MONITOR INTERMEDIATE STORAGE SHIPPING<br>AND RECEIVING   |      |     |    | 12  | WO  |     |    | 6-B-58 |
| 4)   | 3010.10.04 | MONITOR INTERMEDIATE STORAGE STOCKAGE<br>DOCUMENT CONTROL  |      |     |    | 24  | WO  |     |    | 6-B-59 |
| 5)   | 3010.10.05 | DIRECT INTERMEDIATE STORAGE WAREHOUSE<br>MODERNIZATION   |      |     |    | 24  | WO  |     |    | 6-B-60 |
| 6)   | 3010.10.06 | DIRECT INTERMEDIATE STORAGE OPERATIONS   |      |     |    | 24  | WO  |     |    | 6-B-61 |
| 7)   | 3010.10.07 | MONITOR INTERMEDIATE STORAGE INVENTORY<br>CONTROL  |      |     |    | 12  | WO  |     |    | 6-B-61 |
| <u>DUTY AREA 11 - REPAIRABLE ISSUE POINT: WO</u>     |            |  |      |     |    |     |     |     |    |        |
| 1)   | 3010.11.01 | MAINTAIN THE REPAIRABLE ISSUE POINT<br>CONSOLIDATED ASSET LISTING  |      |     |    | 6   | WO  |     |    | 6-B-63 |
| 2)   | 3010.11.02 | PROCESS CUSTOMER BACKORDERS  |      |     |    | 12  | WO  |     |    | 6-B-63 |
| 3)   | 3010.11.03 | RECONCILE CUSTOMER BACKORDERS  |      |     |    | 12  | WO  |     |    | 6-B-64 |
| 4)   | 3010.11.04 | RECONCILE MAINTENANCE DEMANDS LIST   |      |     |    | 12  | WO  |     |    | 6-B-64 |

ENCLOSURE (3)

| SEQ | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|-----|------------|--|------|-----|----|-----|-----|-----|----|--------|
| 5)  | 3010.11.05 | MONITOR COMMERCIALLY REPAIRED ASSETS                           |      |     |    |     | 12  | WO  |    | 6-B-65 |
| 6)  | 3010.11.06 | PROCESS UNSERVICEABLE ASSETS                                   |      |     |    |     | 6   | WO  |    | 6-B-65 |
| 7)  | 3010.11.07 | CONDUCT ITEM REVIEW/STOCKAGE COMPUTATION                       |      |     |    |     | 6   | WO  |    | 6-B-65 |
| 8)  | 3010.11.08 | SUPERVISE REDISTRIBUTION OF ASSETS FOR<br>GENERAL ACCOUNT (GA) |      |     |    |     | 12  | WO  |    | 6-B-66 |

DUTY AREA 25 - COMBAT SERVICE SUPPORT: CWO

|    |            |   |  |  |  |  |    |      |  |        |
|----|------------|---|--|--|--|--|----|------|--|--------|
| 1) | 3010.25.01 | PLAN COMBAT SUPPLY SUPPORT OPERATIONS                                     |  |  |  |  | 12 | CWO2 |  | 6-B-72 |
| 2) | 3010.25.02 | PLAN COMBAT SERVICE SUPPORT OPERATIONS<br>IN A JOINT/COMBINED ENVIRONMENT |  |  |  |  | 12 | CWO2 |  | 6-B-73 |

DUTY AREA 26 - INTERMEDIATE SUPPLY SUPPORT: CWO

|    |            |   |  |  |  |  |    |      |  |        |
|----|------------|---|--|--|--|--|----|------|--|--------|
| 1) | 3010.26.01 | DIRECT INTERMEDIATE STORAGE OPERATIONS                    |  |  |  |  | 24 | CWO2 |  | 6-B-75 |
| 2) | 3010.26.02 | DIRECT INTERMEDIATE STOCK CONTROL<br>OPERATIONS           |  |  |  |  | 36 | CWO2 |  | 6-B-75 |
| 3) | 3010.26.03 | DIRECT THE BUY REVIEW                                     |  |  |  |  | 36 | CWO2 |  | 6-B-76 |
| 4) | 3010.26.04 | ESTABLISH STOCK OBJECTIVES                                |  |  |  |  | 24 | CWO2 |  | 6-B-77 |
| 5) | 3010.26.05 | SUPERVISE COMMERCIAL ITEM PROCUREMENT                     |  |  |  |  | 24 | CWO2 |  | 6-B-77 |
| 6) | 3010.26.06 | MANAGE THE DEPLOYMENT SUPPORT UNIT                        |  |  |  |  | 24 | CWO2 |  | 6-B-78 |
| 7) | 3010.26.07 | WRITE CLASS II PROGRAMS                                   |  |  |  |  | 6  | CWO2 |  | 6-B-78 |
| 8) | 3010.26.08 | MONITOR REDISTRIBUTION OF REPARABLE<br>ISSUE POINT ASSETS |  |  |  |  | 12 | CWO2 |  | 6-B-79 |
| 9) | 3010.26.09 | MONITOR RECONCILIATION OF STORES<br>ACCOUNTING RECORDS    |  |  |  |  | 12 | CWO2 |  | 6-B-80 |

DUTY AREA 27 - STORAGE AND DISTRIBUTION: CWO

|    |            |                                      |  |  |  |  |    |      |  |        |
|----|------------|--------------------------------------|--|--|--|--|----|------|--|--------|
| 1) | 3010.27.01 | MONITOR MAINTENANCE OF STORED ASSETS |  |  |  |  | 24 | CWO2 |  | 6-B-81 |
|----|------------|--------------------------------------|--|--|--|--|----|------|--|--------|

DUTY AREA 28 - INTERMEDIATE OPERATIONS: CWO

|    |            |                                  |  |  |  |  |    |      |  |        |
|----|------------|----------------------------------|--|--|--|--|----|------|--|--------|
| 1) | 3010.28.01 | SUPERVISE SASSY SYSTEM EXECUTION |  |  |  |  | 12 | CWO2 |  | 6-B-82 |
|----|------------|----------------------------------|--|--|--|--|----|------|--|--------|

DUTY AREA 29 - INTERMEDIATE STOCK CONTROL: CWO

|    |            |  |  |  |  |  |    |      |  |        |
|----|------------|--|--|--|--|--|----|------|--|--------|
| 1) | 3010.29.01 | SUPERVISE REQUIREMENTS DETERMINATION                             |  |  |  |  | 12 | CWO2 |  | 6-B-83 |
| 2) | 3010.29.02 | MANAGE MATERIALS RETURN PROGRAM                                  |  |  |  |  | 12 | CWO2 |  | 6-B-83 |
| 3) | 3010.29.03 | MANAGE AN INTERMEDIATE LEVEL INITIAL<br>ISSUE PROVISIONING (IIP) |  |  |  |  | 12 | CWO2 |  | 6-B-84 |

MOS 3043, SUPPLY ADMINISTRATION AND OPERATIONS CLERK

DUTY AREA 01 - PROPERTY ACCOUNTING: E1 TO E3

|    |            |   |   |  |  |  |    |     |  |       |
|----|------------|---|---|--|--|--|----|-----|--|-------|
| 1) | 3043.01.01 | RECONCILE UNIT ALLOWANCES                         | X |  |  |  | 12 | Pvt |  | 6-C-1 |
| 2) | 3043.01.02 | LOAD UNIT ALLOWANCES                              | X |  |  |  | 24 | Pvt |  | 6-C-1 |
| 3) | 3043.01.03 | MAINTAIN PROPERTY ACCOUNTING DOCUMENT             | X |  |  |  | 12 | Pvt |  | 6-C-2 |
| 4) | 3043.01.04 | PROCESS REDISTRIBUTIONS                           | X |  |  |  | 12 | Pvt |  | 6-C-3 |
| 5) | 3043.01.05 | PROCESS ROLLBACK TRANSACTIONS                     | X |  |  |  | 12 | Pvt |  | 6-C-3 |
| 6) | 3043.01.06 | PROCESS DISPOSAL TRANSACTIONS                     | X |  |  |  | 12 | Pvt |  | 6-C-4 |
| 7) | 3043.01.07 | PROCESS CASH SALES FOR GOVERNMENT<br>PROPERTY     | X |  |  |  | 12 | Pvt |  | 6-C-5 |
| 8) | 3043.01.08 | PROCESS ADJUSTMENT TRANSACTIONS<br>(GAINS/LOSSES) | X |  |  |  | 12 | Pvt |  | 6-C-5 |

ENCLOSURE (3)

| SEQ | TASK       | TITLE   | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE  |
|-----|------------|---|------|-----|----|-----|-----|-----|----|-------|
| 9)  | 3043.01.09 | MAINTAIN VOUCHER FILE   | X    |     |    |     | 18  | Pvt |    | 6-C-6 |
| 10) | 3043.01.10 | MAINTAIN SUB-CUSTODY RECORDS  | X    |     |    |     | 12  | Pvt |    | 6-C-6 |
| 11) | 3043.01.11 | COMPLETE AND MAINTAIN SUBSIDIARY RECORDS<br>FOR NON-ISSUED SERIALIZED ITEMS | X    |     |    |     | 12  | Pvt |    | 6-C-7 |
| 12) | 3043.01.12 | PREPARE INDIVIDUAL MEMORANDUM RECEIPT<br>(IMR) CARD                         | X    |     |    |     | 24  | Pvt |    | 6-C-7 |

DUTY AREA 02 - REQUISITIONING: E1 TO E3

|     |            |  |   |  |  |  |    |     |  |        |
|-----|------------|--|---|--|--|--|----|-----|--|--------|
| 1)  | 3043.02.01 | PERFORM TECHNICAL RESEARCH AND DATA LOAD   | X |  |  |  | 24 | Pvt |  | 6-C-9  |
| 2)  | 3043.02.02 | VERIFY UNIFORM MATERIAL MOVEMENT AND<br>ISSUE PRIORITY SYSTEM (UMMIPS)<br>DESIGNATOR ASSIGNMENTS | X |  |  |  | 24 | Pvt |  | 6-C-9  |
| 3)  | 3043.02.03 | PROCESS MECHANIZED ADDITIONAL DEMANDS  | X |  |  |  | 24 | Pvt |  | 6-C-10 |
| 4)  | 3043.02.04 | PROCESS MARINE CORPS INTEGRATED<br>MAINTENANCE MANAGEMENT (MIMMS)<br>TRANSACTIONS                | X |  |  |  | 12 | Pvt |  | 6-C-11 |
| 5)  | 3043.02.05 | PROCESS EDIT ERROR AND EXCEPTION LISTING   | X |  |  |  | 12 | Pvt |  | 6-C-11 |
| 6)  | 3043.02.06 | RECONCILE DOCUMENT CONTROL FILE  | X |  |  |  | 12 | Pvt |  | 6-C-12 |
| 7)  | 3043.02.07 | PROCESS REQUISITION FOLLOW UPS/<br>MODIFICATIONS/ CANCELLATIONS                                  | X |  |  |  | 12 | Pvt |  | 6-C-12 |
| 8)  | 3043.02.08 | PROCESS RECEIPTS   | X |  |  |  | 12 | Pvt |  | 6-C-13 |
| 9)  | 3043.02.09 | MAINTAIN PROOF OF DELIVERY (POD)   | X |  |  |  | 12 | Pvt |  | 6-C-13 |
| 10) | 3043.02.10 | PROCESS A SUPPLY DISCREPANCY REPORT<br>(SDR)   |   |  |  |  | 12 | Pvt |  | 6-C-14 |
| 11) | 3043.02.11 | PROCESS MATERIAL OBLIGATION VALIDATION<br>(MOV)/BACK ORDER VALIDATION (BOV)                      | X |  |  |  | 12 | Pvt |  | 6-C-14 |
| 12) | 3043.02.12 | PROCESS SELF-SERVICE CENTER SHOPPING<br>LIST   |   |  |  |  | 12 | Pvt |  | 6-C-15 |
| 13) | 3043.02.13 | PROCESS WALK-THRU ADDITIONAL DEMANDS   | X |  |  |  | 12 | Pvt |  | 6-C-16 |
| 14) | 3043.02.14 | PROCESS OPEN PURCHASE REQUESTS   | X |  |  |  | 12 | Pvt |  | 6-C-16 |

DUTY AREA 03 - FISCAL MANAGEMENT: E1 TO E3

|    |            |  |   |  |  |  |    |     |  |        |
|----|------------|--|---|--|--|--|----|-----|--|--------|
| 1) | 3043.03.01 | PERFORM STANDARD ACCOUNTING, BUDGETING,<br>AND REPORTING SYSTEM (SABRS) FISCAL<br>PROCEDURES | X |  |  |  | 12 | Pvt |  | 6-C-18 |
| 2) | 3043.03.02 | MAINTAIN FISCAL REPORT   | X |  |  |  | 12 | Pvt |  | 6-C-18 |

DUTY AREA 04 - MISCELLANEOUS: E1 TO E3

|    |            |   |  |  |  |  |    |     |  |        |
|----|------------|---|--|--|--|--|----|-----|--|--------|
| 1) | 3043.04.01 | PERFORM SASSY/ATLASS QUARTERLY<br>RECONCILIATION    |  |  |  |  | 12 | Pvt |  | 6-C-20 |
| 2) | 3043.04.02 | MAINTAIN SUPPLY SECTION PUBLICATION<br>LISTING (PL) |  |  |  |  | 12 | Pvt |  | 6-C-20 |

DUTY AREA 21 - PROPERTY ACCOUNTING: NCO

|    |            |   |   |  |  |  |    |     |  |        |
|----|------------|---|---|--|--|--|----|-----|--|--------|
| 1) | 3043.21.01 | VALIDATE REQUEST FOR TABLE OF<br>ORGANIZATION AND EQUIPMENT (TO&E) CHANGE | X |  |  |  | 12 | Cpl |  | 6-C-26 |
| 2) | 3043.21.02 | CHALLENGE INACCURATE ALLOWANCE DATA                                       | X |  |  |  | 12 | Cpl |  | 6-C-26 |
| 3) | 3043.21.03 | SUPERVISE MAINTANENCE OF THE PROPERTY<br>CONTROL DOCUMENT                 | X |  |  |  | 12 | Cpl |  | 6-C-27 |
| 4) | 3043.21.04 | MAINTAIN EDIT ERROR AND EXCEPTION<br>LISTINGS                             | X |  |  |  | 24 | Cpl |  | 6-C-27 |
| 5) | 3043.21.05 | MONITOR ADJUSTMENT TRANSACTIONS   | X |  |  |  | 24 | Cpl |  | 6-C-28 |

ENCLOSURE (3)

MCO 1510.73C  
DRAFT

| SEQ | TASK       | TITLE   | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|-----|------------|---|------|-----|----|-----|-----|-----|----|--------|
| 6)  | 3043.21.06 | MAINTAIN MONEY VALUE GAIN/LOSS (MVGLN) NOTICE REPORTS                                   | X    |     |    |     | 18  | Cpl |    | 6-C-29 |
| 7)  | 3043.21.07 | MAINTAIN VOUCHER FILE   | X    |     |    |     | 18  | Cpl |    | 6-C-29 |
| 8)  | 3043.21.08 | MAINTAIN MARINE CORPS SMALL ARMS REPORT   | X    |     |    |     | 12  | Cpl |    | 6-C-30 |
| 9)  | 3043.21.09 | PREPARE EQUIPMENT CUSTODY RECORD (ECR) CARD   |      |     |    |     | 18  | Cpl |    | 6-C-30 |
| 10) | 3043.21.10 | ACCOUNT FOR MORALE, WELFARE, AND RECREATION (MWR) EQUIPMENT                             |      |     |    |     | 12  | Cpl |    | 6-C-31 |
| 11) | 3043.21.11 | PROCESS MISSING, LOST, STOLEN, RECOVERED (MLSR) PROPERTY REPORT                         | X    |     |    |     | 12  | Cpl |    | 6-C-32 |
| 12) | 3043.21.12 | MAINTAIN CURRENT AUTHORIZATION FILE OF PERSONNEL AUTHORIZED TO RECEIPT/TURN IN MATERIAL |      |     |    |     | 24  | Cpl |    | 6-C-32 |
| 13) | 3043.21.13 | PROCESS LETTERS OF UNSERVICEABILITY PROPERTY  | X    |     |    |     | 24  | Cpl |    | 6-C-33 |

DUTY AREA 22 - REQUISITIONING: NCO

|    |            |  |   |  |  |  |    |     |  |        |
|----|------------|--|---|--|--|--|----|-----|--|--------|
| 1) | 3043.22.01 | VALIDATE MECHANIZED ADDITIONAL DEMANDS   | X |  |  |  | 18 | Cpl |  | 6-C-34 |
| 2) | 3043.22.02 | VERIFY UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS) DESIGNATOR ASSIGNMENTS | X |  |  |  | 18 | Cpl |  | 6-C-34 |
| 3) | 3043.22.03 | MANAGE EDIT ERROR AND EXCEPTION LISTINGS   | X |  |  |  | 12 | Cpl |  | 6-C-35 |
| 4) | 3043.22.04 | RECONCILE CUSTOMER DEMANDS   | X |  |  |  | 12 | Cpl |  | 6-C-35 |
| 5) | 3043.22.05 | MANAGE DOCUMENT CONTROL FILE (DCF)   | X |  |  |  | 12 | Cpl |  | 6-C-36 |
| 6) | 3043.22.06 | PROCESS A SUPPLY DISCREPANCY REPORT (SDR)  |   |  |  |  | 12 | Cpl |  | 6-C-37 |

DUTY AREA 23 - FISCAL MANAGEMENT: NCO

|    |            |  |   |  |  |  |    |     |  |        |
|----|------------|--|---|--|--|--|----|-----|--|--------|
| 1) | 3043.23.01 | PERFORM STANDARD ACCOUNTING, BUDGETING, AND REPORTING SYSTEM (SABRS) FISCAL PROCEDURES | X |  |  |  | 12 | Cpl |  | 6-C-38 |
| 2) | 3043.23.02 | VERIFY FISCAL REPORTS  | X |  |  |  | 12 | Cpl |  | 6-C-38 |

DUTY AREA 24 - MISCELLANEOUS: NCO

|     |            |   |   |  |  |  |    |     |  |        |
|-----|------------|---|---|--|--|--|----|-----|--|--------|
| 1)  | 3043.24.01 | MANAGE SUPPLY SECTION PUBLICATION LISTING                   |   |  |  |  | 12 | Cpl |  | 6-C-40 |
| 2)  | 3043.24.02 | VERIFY THE PROCESSING OF CASH COLLECTION VOUCHERS           | X |  |  |  | 18 | Cpl |  | 6-C-40 |
| 3)  | 3043.24.03 | MAINTAIN PERSONAL EFFECTS CONTROL PROCEDURES                | X |  |  |  | 12 | Cpl |  | 6-C-41 |
| 4)  | 3043.24.04 | ACCOUNT FOR PACKAGED OPERATIONAL RATIONS (POR)              |   |  |  |  | 18 | Cpl |  | 6-C-42 |
| 5)  | 3043.24.05 | ACCOUNT FOR CLASS V(W) AMMUNITION                           |   |  |  |  | 12 | Cpl |  | 6-C-43 |
| 6)  | 3043.24.06 | PROCESS INDIVIDUAL CLOTHING REQUISITIONS                    |   |  |  |  | 18 | Cpl |  | 6-C-43 |
| 7)  | 3043.24.07 | PREPARE NAVMC 631/631A INDIVIDUAL CLOTHING RECORD           |   |  |  |  | 18 | Cpl |  | 6-C-44 |
| 8)  | 3043.24.08 | MAINTAIN CONTROL OF SERIALIZED BLANK FORMS                  |   |  |  |  | 12 | Cpl |  | 6-C-44 |
| 9)  | 3043.24.09 | SUPERVISE TRAINING OF SUPPLY PERSONNEL                      |   |  |  |  | 12 | Cpl |  | 6-C-45 |
| 10) | 3043.24.10 | GENERATE ROUTINE AUTOMATED SUPPLY SYSTEM MANAGEMENT REPORTS |   |  |  |  | 12 | Cpl |  | 6-C-46 |
| 11) | 3043.24.11 | MANAGE THE EXECUTION OF AUTOMATED SUPPLY SYSTEMS            | X |  |  |  | 12 | Cpl |  | 6-C-47 |

ENCLOSURE (3)



| SEQ | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|-----|------------|--|------|-----|----|-----|-----|-----|----|--------|
| 12) | 3043.24.12 | USE THE ASSET TRACKING FOR LOGISTICS AND SUPPLY SYSTEM (ATLASS) AD HOC FEATURE |      |     |    |     | 12  | Cpl |    | 6-C-47 |
| 13) | 3043.24.13 | PROCESS GSA ADMINISTRATIVE SUPPLIES PHONE REQUEST                              | X    |     |    |     | 24  | Sgt |    | 6-C-48 |

DUTY AREA 25 - COMBAT SERVICE SUPPORT: NCO

|    |            |  |  |  |  |  |    |     |  |        |
|----|------------|--|--|--|--|--|----|-----|--|--------|
| 1) | 3043.25.01 | DEVELOP SUPPLY SUPPORT PLANS IN SUPPORT OF COMBAT SERVICE SUPPORT OPERATIONS |  |  |  |  | 12 | Sgt |  | 6-C-49 |
| 2) | 3043.25.02 | PROVIDE REQUIRED SUSTAINMENT FOR A DEPLOYING FORCE                           |  |  |  |  | 24 | Sgt |  | 6-C-49 |

DUTY AREA 26 - INTERMEDIATE SUPPLY SUPPORT OPERATIONS: NCO

|     |            |   |   |  |  |  |    |     |  |        |
|-----|------------|---|---|--|--|--|----|-----|--|--------|
| 1)  | 3043.26.01 | COORDINATE REVIEW OF CLASS I MODULE OUTPUT ERRORS                           |   |  |  |  | 12 | Cpl |  | 6-C-51 |
| 2)  | 3043.26.02 | UPDATE MASTER HEADER INFORMATION FILE (MHIF)                                |   |  |  |  | 12 | Cpl |  | 6-C-51 |
| 3)  | 3043.26.03 | PREPARE PARAMETER TRANSACTIONS FOR SASSY CYCLE PROCESSING                   |   |  |  |  | 12 | Cpl |  | 6-C-51 |
| 4)  | 3043.26.04 | PROCESS STRATIFICATION DATA FOR STOCK FUNDED INTERMEDIATE SUPPLY ACTIVITIES |   |  |  |  | 24 | Cpl |  | 6-C-52 |
| 5)  | 3043.26.05 | MAINTAIN BALANCE STORES ACCOUNTING SYSTEM                                   |   |  |  |  | 24 | Cpl |  | 6-C-53 |
| 6)  | 3043.26.06 | MANAGE REDISTRIBUTION FOR GENERAL ACCOUNT                                   |   |  |  |  | 12 | Cpl |  | 6-C-53 |
| 7)  | 3043.26.07 | PROCESS DISPOSITION INSTRUCTIONS FOR MATERIAL RETURNS PROGRAM (MRP) ITEMS   |   |  |  |  | 24 | Cpl |  | 6-C-54 |
| 8)  | 3043.26.08 | AUDIT OPERATING STOCK LISTING   |   |  |  |  | 12 | Cpl |  | 6-C-55 |
| 9)  | 3043.26.09 | COORDINATE EXECUTION OF CLASS I DATA BASE UPDATE                            |   |  |  |  | 12 | Cpl |  | 6-C-55 |
| 10) | 3043.26.10 | SUPERVISE CLASS 1 MONTHLY FIELD CHANGE PROBLEMS                             |   |  |  |  | 12 | Cpl |  | 6-C-56 |
| 11) | 3043.26.11 | SUPERVISE INITIAL ISSUE PROVISIONING (IIP) PROJECT ITEM DISTRIBUTION        | X |  |  |  | 36 | Sgt |  | 6-C-56 |

DUTY AREA 28 - REPAIRABLE ISSUE POINT: NCO

|    |            |   |  |  |  |  |    |     |  |        |
|----|------------|---|--|--|--|--|----|-----|--|--------|
| 1) | 3043.28.01 | MAINTAIN THE REPAIRABLE ISSUE POINT CONSOLIDATED ASSET LISTING (CAL)        |  |  |  |  | 12 | Cpl |  | 6-C-59 |
| 2) | 3043.28.02 | MAINTAIN THE REPAIRABLE ISSUE POINT (RIP) MAINTENANCE DOCUMENT CONTROL FILE |  |  |  |  | 12 | Cpl |  | 6-C-59 |
| 3) | 3043.28.03 | MAINTAIN GENERAL ACCOUNT BALANCE FILE (GABF)                                |  |  |  |  | 12 | Cpl |  | 6-C-60 |
| 4) | 3043.28.04 | PROCESS COMMERCIAL VENDOR REPAIRABLES                                       |  |  |  |  | 12 | Cpl |  | 6-C-60 |
| 5) | 3043.28.05 | PROCESS REDISTRIBUTION FOR REPAIRABLE ISSUE POINT                           |  |  |  |  | 12 | Cpl |  | 6-C-61 |
| 6) | 3043.28.06 | PROCESS CUSTOMER BACKORDERS FOR SECONDARY REPAIRABLES                       |  |  |  |  | 12 | Cpl |  | 6-C-62 |
| 7) | 3043.28.07 | PROCESS UNSERVICEABLE SECONDARY REPAIRABLES                                 |  |  |  |  | 12 | Cpl |  | 6-C-62 |
| 8) | 3043.28.08 | RECONCILE CUSTOMER BACKORDER RECONCILIATIONS                                |  |  |  |  | 12 | Cpl |  | 6-C-63 |

MCO 1510.73C  
DRAFT

| SEQ   | TASK       | TITLE   | CORE | FLC | DL | PST | SUS | REQ  | BY | PAGE   |
|---|------------|---|------|-----|----|-----|-----|------|----|--------|
| <u>DUTY AREA 41 - PROPERTY ACCOUNTING: SNCO</u> |            |   |      |     |    |     |     |      |    |        |
| 1)  | 3043.41.01 | VALIDATE REQUESTS FOR TABLE OF ORGANIZATION AND EQUIPMENT (TO&E) CHANGES                                    | X    |     |    |     | 12  | SSgt |    | 6-C-64 |
| 2)  | 3043.41.02 | REVIEW ALLOWANCE DATA   | X    |     |    |     | 24  | SSgt |    | 6-C-64 |
| 3)  | 3043.41.03 | CONVERT PLANNED TO ACTUAL ALLOWANCES  | X    |     |    |     | 12  | SSgt |    | 6-C-65 |
| 4)  | 3043.41.04 | MANAGE ORGANIC PROPERTY CONTROL DOCUMENT  | X    |     |    |     | 24  | SSgt |    | 6-C-65 |
| 5)  | 3043.41.05 | COORDINATE REDISTRIBUTION OF EQUIPMENT  | X    |     |    |     | 24  | SSgt |    | 6-C-66 |
| 6)  | 3043.41.06 | SUPERVISE THE DISPOSITION OF CONTROLLED EXCESS ITEMS  | X    |     |    |     | 24  | SSgt |    | 6-C-67 |
| 7)  | 3043.41.07 | SUPERVISE DISPOSAL TRANSACTIONS   | X    |     |    |     | 24  | SSgt |    | 6-C-68 |
| 8)  | 3043.41.08 | SUPERVISE ROLLBACK PROCESS  | X    |     |    |     | 24  | SSgt |    | 6-C-68 |
| 9)  | 3043.41.09 | EXECUTE ANNUAL PHYSICAL INVENTORY   | X    |     |    |     | 36  | SSgt |    | 6-C-69 |
| 10)   | 3043.41.10 | SUPERVISE VOUCHER FILE  |      |     |    |     | 36  | SSgt |    | 6-C-70 |
| 11)   | 3043.41.11 | SUPERVISE THE CONSOLIDATED MEMORANDUM RECEIPT (CMR) RECORDS   | X    |     |    |     | 12  | SSgt |    | 6-C-70 |
| 12)   | 3043.41.12 | PROCESS REPORTS OF INVESTIGATION FILES  | X    |     |    |     | 36  | SSgt |    | 6-C-71 |
| 13)   | 3043.41.13 | SUPERVISE MARINE CORPS SMALL ARMS REPORT SUBMISSION   | X    |     |    |     | 12  | SSgt |    | 6-C-71 |
| 14)   | 3043.41.14 | SUPERVISE MISSING, LOST, STOLEN, RECOVERED (MLSR) PROPERTY REPORT   |      |     |    |     | 36  | SSgt |    | 6-C-72 |
| 15)   | 3043.41.15 | ANALYZE SUPPLY MANAGEMENT REPORTS   | X    |     |    |     | 12  | SSgt |    | 6-C-72 |
| 16)   | 3043.41.16 | RESOLVE SUPPLY RELATED MARINE CORPS READINESS EVALUATION (MARES) REPORTING PROBLEMS                         | X    |     |    |     | 12  | SSgt |    | 6-C-73 |
| 17)   | 3043.41.17 | MAINTAIN CONTROL OF MISCELLANEOUS COMMODITIES   | X    |     |    |     | 24  | SSgt |    | 6-C-74 |
| <u>DUTY AREA 42 - REQUISITIONING: SNCO</u>      |            |   |      |     |    |     |     |      |    |        |
| 1)  | 3043.42.01 | ENSURE COMPLIANCE WITH UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS) DESIGNATOR ASSIGNMENTS  | X    |     |    |     | 36  | SSgt |    | 6-C-75 |
| 2)  | 3043.42.02 | SUPERVISE MECHANIZED ADDITIONAL DEMANDS   | X    |     |    |     | 36  | SSgt |    | 6-C-75 |
| 3)  | 3043.42.03 | SUPERVISE MARINE CORPS INTERGRATED MAINTENANCE MANAGEMENT (MIMMS) TRANSACTIONS                              | X    |     |    |     | 12  | SSgt |    | 6-C-76 |
| 4)  | 3043.42.04 | AUTHENTICATE THE CUSTOMER DEMANDS   | X    |     |    |     | 36  | SSgt |    | 6-C-76 |
| 5)  | 3043.42.05 | ENSURE MATERIAL OBLIGATION VALIDATION (MOV) AND BACKORDER VALIDATION (BOV) ARE PROCESSED IN A TIMELY MANNER | X    |     |    |     | 12  | SSgt |    | 6-C-77 |
| 6)  | 3043.42.06 | PROCESS RECEIPTS  | X    |     |    |     | 12  | SSgt |    | 6-C-77 |
| 7)  | 3043.42.07 | PROCESS MAINTENANCE PART REQUEST FOR SUPPLY HELD ITEMS  | X    |     |    |     | 12  | SSgt |    | 6-C-78 |
| 8)  | 3043.42.08 | ANALYZE REQUISITION MANAGEMENT REPORTS  |      |     |    |     | 36  | SSgt |    | 6-C-79 |
| 9)  | 3043.42.09 | MONITOR PRE EXPENDED BIN (PEB)  |      |     |    |     | 36  | SSgt |    | 6-C-79 |
| <u>DUTY AREA 43 - FISCAL MANAGEMENT: SNCO</u>   |            |   |      |     |    |     |     |      |    |        |
| 1)  | 3043.43.01 | PREPARE AN ANNUAL BUDGET  |      |     |    |     | 12  | SSgt |    | 6-C-81 |
| 2)  | 3043.43.02 | SUBMIT MIDYEAR BUDGET REVIEW  |      |     |    |     | 12  | SSgt |    | 6-C-81 |
| 3)  | 3043.43.03 | MAINTAIN SUPPORT AGREEMENT FUNDING DOCUMENTS  | X    |     |    |     | 24  | SSgt |    | 6-C-82 |
| 4)  | 3043.43.04 | MAINTAIN INTERSERVICE SUPPORT AGREEMENTS  | X    |     |    |     | 24  | SSgt |    | 6-C-82 |

ENCLOSURE (3)

| SEQ   | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ  | BY | PAGE   |
|---|------------|--|------|-----|----|-----|-----|------|----|--------|
| <u>DUTY AREA 44 - MISCELLANEOUS: SNCO</u>               |            |  |      |     |    |     |     |      |    |        |
| 1)  | 3043.44.01 | MAINTAIN CERTIFICATE OF RELIEF   |      |     |    |     | 36  | SSgt |    | 6-C-84 |
| 2)  | 3043.44.02 | MAINTAIN FILE OF AUDIT AND VERIFICATION LETTERS  |      |     |    |     | 36  | SSgt |    | 6-C-84 |
| 3)  | 3043.44.03 | MAINTAIN LETTERS OF APPOINTMENT AND REVOCATION   |      |     |    |     | 36  | SSgt |    | 6-C-85 |
| 4)  | 3043.44.04 | SUPERVISE PERSONAL EFFECTS CONTROL PROCEDURES  |      | X   |    |     | 12  | SSgt |    | 6-C-85 |
| 5)  | 3043.44.05 | DIRECT TRAINING OF SUPPLY PERSONNEL  |      | X   |    |     | 12  | SSgt |    | 6-C-86 |
| 6)  | 3043.44.06 | MONITOR PERSONNEL PERFORMING SUPPLY FUNCTIONS  |      | X   |    |     | 12  | SSgt |    | 6-C-87 |
| 7)  | 3043.44.07 | EVALUATE EFFICIENCY OF SUPPLY OPERATION  | X    |     |    |     | 36  | SSgt |    | 6-C-88 |
| 8)  | 3043.44.08 | ANALYZE DATA PROCESSING PROBLEMS AT USING UNIT   | X    |     |    |     | 12  | SSgt |    | 6-C-88 |
| 9)  | 3043.44.09 | PREPARE BILLS OF LADING FOR COMMERCIAL TRANSPORTATION OF SUPPLIES  |      |     |    |     | 12  | SSgt |    | 6-C-89 |
| <u>DUTY AREA 45 - COMBAT SERVICE SUPPORT: SNCO</u>      |            |  |      |     |    |     |     |      |    |        |
| 1)  | 3043.45.01 | DEVELOP SUPPLY SUPPORT PLANS IN SUPPORT OF MULTIPLE AREAS OF OPERATIONS  | X    |     |    |     | 12  | SSgt |    | 6-C-90 |
| 2)  | 3043.45.02 | PROVIDE REQUIRED SUSTAINMENT FOR A DEPLOYING FORCE   |      | X   |    |     | 24  | SSgt |    | 6-C-90 |
| 3)  | 3043.45.03 | SUPERVISE THE SUPPLY SUPPORT PROGRESS WITH FORCE DEPLOYMENT PLANNING AND EXECUTION SYSTEMS, MAGTF II, LOGAIS MDSS II, AUTOMATED SUPPLY SYSTEMS | X    |     |    |     | 24  | SSgt |    | 6-C-90 |
| 4)  | 3043.45.04 | DISTRIBUTE PREPOSITIONED EQUIPMENT, REMAIN BEHIND EQUIPMENT (LBE), OR LEAVE BEHIND EQUIPMENT (LBE)   |      | X   |    |     | 24  | SSgt |    | 6-C-91 |
| <u>DUTY AREA 46 - INTERMEDIATE SUPPLY SUPPORT: SNCO</u> |            |  |      |     |    |     |     |      |    |        |
| 1)  | 3043.46.01 | MAINTAIN GENERAL ACCOUNT BALANCE FILE (GABF)   | X    |     |    |     | 12  | SSgt |    | 6-C-93 |
| 2)  | 3043.46.02 | PROCESS DISPOSITION INSTRUCTIONS FOR MATERIAL RETURNS PROGRAM (MRP) ITEMS  |      | X   |    |     | 36  | SSgt |    | 6-C-93 |
| 3)  | 3043.46.03 | CONDUCT ITEM REVIEW AND STORAGE COMPUTATION  |      |     |    |     | 24  | SSgt |    | 6-C-94 |
| 4)  | 3043.46.04 | ANALYZE DATA PROCESSING PROBLEMS AT THE SASSY MANAGEMENT UNIT (SMU)  | X    |     |    |     | 12  | SSgt |    | 6-C-95 |
| 5)  | 3043.46.05 | PERFORM DATA AND APPLICATION SECURITY  |      |     |    |     | 12  | SSgt |    | 6-C-95 |
| 6)  | 3043.46.06 | ANALYZE DATA PROCESSING PROBLEMS AT SASSY MANAGEMENT UNIT (SMU) GENERAL ACCOUNT  |      | X   |    |     | 12  | SSgt |    | 6-C-96 |
| 7)  | 3043.46.07 | MAINTAIN REPARABLE ISSUE POINT ASSETS AND RECORDS  | X    |     |    |     | 12  | SSgt |    | 6-C-96 |
| <u>DUTY AREA 47 - STORAGE AND DISTRIBUTION: SNCO</u>    |            |  |      |     |    |     |     |      |    |        |
| 1)  | 3043.47.01 | VERIFY ALL LOW DENSITY (LD) REQUIREMENTS   | X    |     |    |     | 36  | SSgt |    | 6-C-98 |

ENCLOSURE (3)

| SEQ   | TASK | TITLE | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE |
|---|------|-------|------|-----|----|-----|-----|-----|----|------|
| MOS 3044, PURCHASING AND CONTRACTING SPECIALIST |      |       |      |     |    |     |     |     |    |      |

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

|     |            |  |   |   |  |  |    |      |       |
|-----|------------|--|---|---|--|--|----|------|-------|
| 1)  | 3044.01.01 | ESTABLISH PROSPECTIVE BIDDERS LIST                               | X | X |  |  | 36 | Sgt  | 6-D-1 |
| 2)  | 3044.01.02 | REVIEW/DISTRIBUTE CORRESPONDENCE                                 |   |   |  |  | 36 | Sgt  | 6-D-1 |
| 3)  | 3044.01.03 | PREPARE MONTHLY PROCUREMENT SUMMARY REPORT (DD FORM 1057)        |   |   |  |  | 12 | Sgt  | 6-D-2 |
| 4)  | 3044.01.04 | DISTRIBUTE AWARDED PURCHASING INSTRUMENTS                        | X | X |  |  | 36 | Sgt  | 6-D-2 |
| 5)  | 3044.01.05 | MAINTAIN CONTRACT FILES  | X | X |  |  | 24 | Sgt  | 6-D-2 |
| 6)  | 3044.01.06 | PERFORM ANNUAL BLANKET PURCHASE AGREEMENT (BPA) FILE AUDIT       |   |   |  |  | 12 | SSgt | 6-D-3 |
| 7)  | 3044.01.07 | PREPARE FOLLOW-UP ON DELINQUENT ORDERS                           | X | X |  |  | 12 | Sgt  | 6-D-3 |
| 8)  | 3044.01.08 | REVIEW COMPLETED PURCHASE REQUESTS FOR COMPLETENESS AND ACCURACY | X | X |  |  | 12 | Sgt  | 6-D-4 |
| 9)  | 3044.01.09 | PREPARE CASE FILE FOR UNAUTHORIZED COMMITMENT                    |   |   |  |  | 12 | Sgt  | 6-D-5 |
| 10) | 3044.01.10 | PROCESS CONGRESSIONAL INQUIRIES                                  |   |   |  |  | 12 | MSgt | 6-D-5 |
| 11) | 3044.01.11 | MAINTAIN VENDOR CATALOGS   |   |   |  |  | 12 | Sgt  | 6-D-6 |
| 12) | 3044.01.12 | ENSURE SAFEKEEPING OF QUOTATIONS AND BIDS                        |   |   |  |  | 36 | Sgt  | 6-D-6 |
| 13) | 3044.01.13 | MAINTAIN STANDARDS OF CONDUCT FILES                              | X | X |  |  | 12 | Sgt  | 6-D-7 |

DUTY AREA 02 - PERSONNEL MANAGEMENT AND TRAINING

|    |            |  |  |  |  |  |    |       |        |
|----|------------|--|--|--|--|--|----|-------|--------|
| 1) | 3044.02.01 | ESTABLISH GOVERNMENT WIDE COMMERCIAL PURCHASE CARD (GCPC) PROGRAM            |  |  |  |  | 36 | Sgt   | 6-D-8  |
| 2) | 3044.02.02 | DIRECT PERSONNEL ADMINISTERING PURCHASING FUNCTIONS                          |  |  |  |  | 36 | GySgt | 6-D-8  |
| 3) | 3044.02.03 | PROVIDE INSTRUCTIONS ON PURCHASING PROCEDURES AND REGULATIONS TO USING UNITS |  |  |  |  | 36 | GySgt | 6-D-9  |
| 4) | 3044.02.04 | PERFORM AS PURCHASING/ORDER OFFICER  |  |  |  |  | 36 | GySgt | 6-D-9  |
| 5) | 3044.02.05 | CONDUCT PURCHASING AND CONTRACTING ON-THE-JOB TRAINING (OJT) PROGRAM         |  |  |  |  | 36 | GySgt | 6-D-10 |
| 6) | 3044.02.06 | REVIEW WEEKLY BUYERS PRODUCTION/STATUS REPORT                                |  |  |  |  | 12 | MSgt  | 6-D-10 |
| 7) | 3044.02.07 | PROCESS APPOINTMENT LETTERS  |  |  |  |  | 36 | Sgt   | 6-D-11 |

DUTY AREA 03 - OPERATIONS FUNTIONS

|    |            |   |   |   |  |  |   |     |        |
|----|------------|---|---|---|--|--|---|-----|--------|
| 1) | 3044.03.01 | OPERATE AUTOMATED DATA PROCUREMENT SYSTEM | X | X |  |  | 6 | Sgt | 6-D-12 |
|----|------------|---|---|---|--|--|---|-----|--------|

DUTY AREA 04 - SIMPLIFIED ACQUISITION PROCEDURES

|    |            |  |   |   |  |  |    |     |        |
|----|------------|--|---|---|--|--|----|-----|--------|
| 1) | 3044.04.01 | PROCESS DELIVERY ORDERS UNDER EXISTING CONTRACTS                           | X | X |  |  | 12 | Sgt | 6-D-13 |
| 2) | 3044.04.02 | PROCESS RECEIVING REPORTS  | X | X |  |  | 24 | Sgt | 6-D-13 |
| 3) | 3044.04.03 | PREPARE BLANKET PURCHASE AGREEMENT (BPA)                                   | X | X |  |  | 12 | Sgt | 6-D-14 |
| 4) | 3044.04.04 | UPDATE BLANKET PURCHASE AGREEMENT (BPA)                                    | X | X |  |  | 12 | Sgt | 6-D-14 |
| 5) | 3044.04.05 | PREPARE AMENDMENTS/MODIFICATIONS TO SOLICITATIONS AND PURCHASE INSTRUMENTS | X | X |  |  | 12 | Sgt | 6-D-15 |
| 6) | 3044.04.06 | PERFORM AS A GOVERNMENT WIDE COMMERCIAL PURCHASE CARD (GCPC) CARDHOLDER    | X | X |  |  | 36 | Sgt | 6-D-15 |

ENCLOSURE (3)

| SEQ | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|-----|------------|--|------|-----|----|-----|-----|-----|----|--------|
| 7)  | 3044.04.07 | PREPARE PURCHASE ORDER INVOICE VOUCHER (SF 44)       | X    | X   |    |     | 12  | Sgt |    | 6-D-16 |
| 8)  | 3044.04.08 | PROCESS MILITARY INTERDEPARTMENTAL PURCHASE REQUESTS | X    | X   |    |     | 12  | Sgt |    | 6-D-16 |
| 9)  | 3044.04.09 | SELECT SIMPLIFIED ACQUISITION PROCEDURE              | X    | X   |    |     | 12  | Sgt |    | 6-D-17 |

DUTY AREA 05 - FORMAL CONTRACT FUNTIONS

|    |            |  |  |  |  |  |    |       |  |        |
|----|------------|--|--|--|--|--|----|-------|--|--------|
| 1) | 3044.05.01 | PROCESS PURCHASE REQUESTS FOR FOREIGN MADE PRODUCTS        |  |  |  |  | 12 | GySgt |  | 6-D-18 |
| 2) | 3044.05.02 | PREPARE DELINQUENCY LETTER                                 |  |  |  |  | 24 | GySgt |  | 6-D-18 |
| 3) | 3044.05.03 | PREPARE INDIVIDUAL PROCUREMENT ACTION REPORT (DD FORM 350) |  |  |  |  | 12 | GySgt |  | 6-D-19 |
| 4) | 3044.05.04 | PREPARE PROTEST CASE FILES                                 |  |  |  |  | 24 | GySgt |  | 6-D-19 |
| 5) | 3044.05.05 | PREPARE REQUEST FOR PROPOSAL (RFP)                         |  |  |  |  | 12 | SSgt  |  | 6-D-20 |
| 6) | 3044.05.06 | AWARD INVITATION FOR BID (IFB)                             |  |  |  |  | 12 | SSgt  |  | 6-D-20 |
| 7) | 3044.05.07 | ADMINISTER CONTRACTS                                       |  |  |  |  | 12 | SSgt  |  | 6-D-21 |

MOS 3051, WAREHOUSE CLERK

DUTY AREA 01 - FACILITIES AND EQUIPMENT: E1 TO E3

|    |            |   |   |  |  |  |    |     |  |       |
|----|------------|---|---|--|--|--|----|-----|--|-------|
| 1) | 3051.01.01 | PERFORM PEST CONTROL PROCEDURES           | X |  |  |  | 12 | Pvt |  | 6-E-1 |
| 2) | 3051.01.02 | OPERATE MATERIAL HANDLING EQUIPMENT (MHE) | X |  |  |  | 12 | Pvt |  | 6-E-1 |

DUTY AREA 02 - QUALITY CONTROL: E1 TO E3

|    |            |  |   |  |  |  |    |     |  |       |
|----|------------|--|---|--|--|--|----|-----|--|-------|
| 1) | 3051.02.01 | PROCESS UNSERVICEABLE EQUIPMENT                      | X |  |  |  | 12 | Pvt |  | 6-E-3 |
| 2) | 3051.02.02 | PERFORM CARE IN STORAGE PROCEDURES                   | X |  |  |  | 12 | Pvt |  | 6-E-3 |
| 3) | 3051.02.03 | PALLETIZE SUPPLY MATERIAL                            | X |  |  |  | 12 | Pvt |  | 6-E-4 |
| 4) | 3051.02.04 | MAINTAIN COMPATIBILITY OF STORED MATERIEL ASSETS     | X |  |  |  | 12 | Pvt |  | 6-E-4 |
| 5) | 3051.02.05 | MODIFY STORAGE CONTAINERS                            |   |  |  |  | 12 | Pvt |  | 6-E-5 |
| 6) | 3051.02.06 | MAINTAIN HAZARDOUS MATERIAL IN RECEIVING AND STORAGE |   |  |  |  | 12 | Pvt |  | 6-E-5 |
| 7) | 3051.02.07 | PERFORM OUTDOOR STORAGE PROCEDURES                   | X |  |  |  | 12 | Pvt |  | 6-E-6 |

DUTY AREA 03 - LOCATION SYSTEMS: E1 TO E3

|    |            |   |   |  |  |  |    |     |  |        |
|----|------------|---|---|--|--|--|----|-----|--|--------|
| 1) | 3051.03.01 | MARK WAREHOUSE STORAGE CONTAINERS           | X |  |  |  | 12 | Pvt |  | 6-E-7  |
| 2) | 3051.03.02 | APPLY WAREHOUSE GRID LOCATION MARKINGS      | X |  |  |  | 12 | Pvt |  | 6-E-7  |
| 3) | 3051.03.03 | ATTACH BAR CODES TO STORAGE BINS/RACKS      |   |  |  |  | 24 | Pvt |  | 6-E-8  |
| 4) | 3051.03.04 | ATTACH LOCATION CARDS TO STORAGE CONTAINERS | X |  |  |  | 12 | Pvt |  | 6-E-8  |
| 5) | 3051.03.05 | PREPARE SUPPLIES FOR STORAGE                |   |  |  |  | 12 | Pvt |  | 6-E-8  |
| 6) | 3051.03.06 | ESTABLISH A LOCATION FOR ITEMS              | X |  |  |  | 12 | Pvt |  | 6-E-9  |
| 7) | 3051.03.07 | ESTABLISH LOCATOR FILE                      | X |  |  |  | 12 | Pvt |  | 6-E-10 |
| 8) | 3051.03.08 | MAINTAIN STOCK LOCATOR DECK                 | X |  |  |  | 12 | Pvt |  | 6-E-10 |
| 9) | 3051.03.09 | PERFORM LOCATION ADDITION                   | X |  |  |  | 12 | Pvt |  | 6-E-11 |

DUTY AREA 04 - INVENTORY PROCEDURES: E1 TO E3

|    |            |                                |   |  |  |  |    |     |  |        |
|----|------------|--------------------------------|---|--|--|--|----|-----|--|--------|
| 1) | 3051.04.01 | PERFORM LOCATION CONSOLIDATION |   |  |  |  | 12 | Pvt |  | 6-E-12 |
| 2) | 3051.04.02 | PERFORM LOCATION VERIFICATION  |   |  |  |  | 12 | Pvt |  | 6-E-12 |
| 3) | 3051.04.03 | PERFORM INVENTORY PROCEDURES   | X |  |  |  | 12 | Pvt |  | 6-E-13 |

ENCLOSURE (3)

| SEQ | TASK       | TITLE                                       | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|-----|------------|---|------|-----|----|-----|-----|-----|----|--------|
| 4)  | 3051.04.04 | MAINTAIN INVENTORY PRINTOUTS                |      |     |    |     | 12  | Pvt |    | 6-E-13 |
| 5)  | 3051.04.05 | MAINTAIN CHESTS, KITS, SETS, AND ASSEMBLIES | X    |     |    |     | 12  | Pvt |    | 6-E-14 |

DUTY AREA 05 - RECEIVING MATERIALS: E1 TO E3

|     |            |   |   |  |  |  |    |     |  |        |
|-----|------------|---|---|--|--|--|----|-----|--|--------|
| 1)  | 3051.05.01 | PROCESS MULTIPACKS                                  | X |  |  |  | 12 | Pvt |  | 6-E-15 |
| 2)  | 3051.05.02 | PERFORM QUALITY CONTROL ON INCOMING SUPPLY MATERIAL | X |  |  |  | 12 | Pvt |  | 6-E-15 |
| 3)  | 3051.05.03 | PROCESS MATERIAL RELEASE ORDER (MRO)                | X |  |  |  | 12 | Pvt |  | 6-E-16 |
| 4)  | 3051.05.04 | SEGREGATE SPECIAL HANDLING MATERIALS                | X |  |  |  | 12 | Pvt |  | 6-E-16 |
| 5)  | 3051.05.05 | SEGREGATE ITEMS FOR ISSUE TO CUSTOMER               | X |  |  |  | 12 | Pvt |  | 6-E-17 |
| 6)  | 3051.05.06 | MAINTAIN PROOF OF DELIVERY (POD) FILE               | X |  |  |  | 12 | Pvt |  | 6-E-17 |
| 7)  | 3051.05.07 | PROCESS REPORT OF PROPERTY RECEIVED (RPR)           |   |  |  |  | 12 | Pvt |  | 6-E-18 |
| 8)  | 3051.05.08 | PROCESS RETURNED CLOTHING                           |   |  |  |  | 12 | Pvt |  | 6-E-18 |
| 9)  | 3051.05.09 | PROCESS WALK-THRU REQUISITIONS                      |   |  |  |  | 12 | Pvt |  | 6-E-19 |
| 10) | 3051.05.10 | COORDINATE CUSTOMER ROLLBACKS                       | X |  |  |  | 12 | Pvt |  | 6-E-19 |
| 11) | 3051.05.11 | PROCESS ROLL-BACK RECEIPTS                          | X |  |  |  | 12 | Pvt |  | 6-E-20 |

DUTY AREA 06 - ISSUING MATERIALS: E1 TO E3

|    |            |  |   |  |  |  |    |     |  |        |
|----|------------|--|---|--|--|--|----|-----|--|--------|
| 1) | 3051.06.01 | ISSUE SUPPLIES AND EQUIPMENT   | X |  |  |  | 12 | Pvt |  | 6-E-21 |
| 2) | 3051.06.02 | PREPARE EQUIPMENT CUSTODY RECEIPT (ECR) CARD                                       | X |  |  |  | 12 | Pvt |  | 6-E-21 |
| 3) | 3051.06.03 | FILE EQUIPMENT CUSTODY RECORD (ECR)(NAVMC 10359)                                   | X |  |  |  | 12 | Pvt |  | 6-E-22 |
| 4) | 3051.06.04 | PREPARE LOCAL FORM FOR INDIVIDUAL ISSUES   | X |  |  |  | 12 | Pvt |  | 6-E-22 |
| 5) | 3051.06.05 | CONDUCT RECONCILIATION BETWEEN LOCAL INDIVIDUAL ISSUE RECORD AND UNIT ALPHA ROSTER | X |  |  |  | 12 | Pvt |  | 6-E-23 |
| 6) | 3051.06.06 | PERFORM CHECKOUT PROCEDURES  | X |  |  |  | 12 | Pvt |  | 6-E-23 |
| 7) | 3051.06.07 | PERFORM CLOTHING ISSUE PROCEDURES  |   |  |  |  | 12 | Pvt |  | 6-E-24 |

DUTY AREA 07 - WAREHOUSE OPERATIONS: E1 TO E3

|    |            |  |   |  |  |  |    |     |  |        |
|----|------------|--|---|--|--|--|----|-----|--|--------|
| 1) | 3051.07.01 | MAINTAIN WAREHOUSE SECURITY                    | X |  |  |  | 12 | Pvt |  | 6-E-26 |
| 2) | 3051.07.02 | DISPOSE OF DAMAGED OR DETERIORATED SUPPLIES    | X |  |  |  | 12 | Pvt |  | 6-E-26 |
| 3) | 3051.07.03 | PERFORM PREPARATION FOR EMBARKATION PROCEDURES |   |  |  |  | 12 | Pvt |  | 6-E-26 |
| 4) | 3051.07.04 | IDENTIFY UNIT EQUIPMENT FOR REPAIR             | X |  |  |  | 12 | Pvt |  | 6-E-27 |
| 5) | 3051.07.05 | PERFORM DATA COLLECTION                        | X |  |  |  | 12 | Pvt |  | 6-E-28 |

DUTY AREA 21 - FACILITIES AND EQUIPMENT: NCO

|    |            |  |   |  |  |  |    |     |  |        |
|----|------------|--|---|--|--|--|----|-----|--|--------|
| 1) | 3051.21.01 | PERFORM INSPECTION ON STORAGE FACILITY                                       |   |  |  |  | 12 | Cpl |  | 6-E-29 |
| 2) | 3051.21.02 | SUPERVISE MATERIAL HANDLING EQUIPMENT (MHE) PREVENTIVE MAINTENANCE PROGRAM   |   |  |  |  | 12 | Cpl |  | 6-E-29 |
| 3) | 3051.21.03 | PROVIDE INPUT ON FUNCTIONAL REQUIREMENTS FOR MILITARY WAREHOUSE CONSTRUCTION |   |  |  |  | 36 | Sgt |  | 6-E-30 |
| 4) | 3051.21.04 | PREPARE WAREHOUSE PLANOGRAPH   |   |  |  |  | 12 | Sgt |  | 6-E-30 |
| 5) | 3051.21.05 | COMPUTE WAREHOUSE NET STORAGE SPACE AREA                                     | X |  |  |  | 36 | Sgt |  | 6-E-31 |
| 6) | 3051.21.06 | MONITOR THE WAREHOUSE SPACE CONTROL SYSTEM                                   | X |  |  |  | 36 | Sgt |  | 6-E-31 |
| 7) | 3051.21.07 | ANALYZE MATERIAL HANDLING EQUIPMENT (MHE) REQUIREMENTS                       | X |  |  |  | 24 | Sgt |  | 6-E-32 |

ENCLOSURE (3)

| SEQ | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|-----|------------|--|------|-----|----|-----|-----|-----|----|--------|
| 8)  | 3051.21.08 | SUPERVISE MATERIAL HANDLING EQUIPMENT (MHE) USAGE        | X    |     |    |     | 12  | Sgt |    | 6-E-33 |
| 9)  | 3051.21.09 | DETERMINE MATERIAL HANDLING EQUIPMENT (MHE) REQUIREMENTS | X    |     |    |     | 24  | Sgt |    | 6-E-33 |

DUTY AREA 22 - QUALITY CONTROL: NCO

|    |            |  |   |  |  |  |    |     |  |        |
|----|------------|--|---|--|--|--|----|-----|--|--------|
| 1) | 3051.22.01 | MAINTAIN SECURE STORAGE OF SMALL ARMS COMPONENTS       |   |  |  |  | 12 | Cpl |  | 6-E-34 |
| 2) | 3051.22.02 | MAINTAIN PROPER STORAGE OF MEDICAL SUPPLIES            |   |  |  |  | 12 | Cpl |  | 6-E-34 |
| 3) | 3051.22.03 | PROCESS MAINTENANCE PART REQUEST FOR SUPPLY HELD ITEMS | X |  |  |  | 12 | Cpl |  | 6-E-35 |
| 4) | 3051.22.04 | PREPARE MAINTENANCE ORDER                              | X |  |  |  | 12 | Cpl |  | 6-E-35 |

DUTY AREA 23 - LOCATION SYSTEMS: NCO

|    |            |                                      |   |  |  |  |    |     |  |        |
|----|------------|--------------------------------------|---|--|--|--|----|-----|--|--------|
| 1) | 3051.23.01 | SUPERVISE LOCATION SURVEY PROCEDURES |   |  |  |  | 12 | Sgt |  | 6-E-37 |
| 2) | 3051.23.02 | SUPERVISE EMBARKATION PROCEDURES     | X |  |  |  | 12 | Sgt |  | 6-E-37 |
| 3) | 3051.23.03 | STAGE SUPPLY MATERIAL                |   |  |  |  | 18 | Sgt |  | 6-E-38 |

DUTY AREA 24 - INVENTORY PROCEDURES: NCO

|    |            |   |   |  |  |  |    |     |  |        |
|----|------------|---|---|--|--|--|----|-----|--|--------|
| 1) | 3051.24.01 | PROVIDE INVENTORY CONTROL FOR PACKAGED OPERATIONAL RATIONS (PORS) | X |  |  |  | 6  | Cpl |  | 6-E-39 |
| 2) | 3051.24.02 | PERFORM PERSONAL EFFECTS CONTROL PROCEDURES                       | X |  |  |  | 12 | Cpl |  | 6-E-39 |
| 3) | 3051.24.03 | PERFORM UNIFORM RECOVERY FOR PERSONNEL DISCHARGED OTH             | X |  |  |  | 6  | Cpl |  | 6-E-40 |
| 4) | 3051.24.04 | SUPERVISE INVENTORY OPERATIONS                                    |   |  |  |  | 12 | Sgt |  | 6-E-41 |

DUTY AREA 25 - RECEIVING MATERIALS: NCO

|    |            |  |   |  |  |  |    |     |  |        |
|----|------------|--|---|--|--|--|----|-----|--|--------|
| 1) | 3051.25.01 | MATERIALS AND EQUIPMENT DELIVERY AND RECEIPT | X |  |  |  | 12 | Cpl |  | 6-E-42 |
| 2) | 3051.25.02 | PREPARE REPORT OF DISCREPANCY (ROD)          |   |  |  |  | 12 | Cpl |  | 6-E-42 |
| 3) | 3051.25.03 | SUPERVISE RECEIVING OPERATIONS               |   |  |  |  | 12 | Sgt |  | 6-E-43 |
| 4) | 3051.25.04 | SUPERVISE SHIPPING OPERATIONS                |   |  |  |  | 12 | Sgt |  | 6-E-43 |

DUTY AREA 26 - ISSUING MATERIAL: NCO

|    |            |   |   |  |  |  |    |     |  |        |
|----|------------|---|---|--|--|--|----|-----|--|--------|
| 1) | 3051.26.01 | SUPERVISE ISSUE OF INDIVIDUAL EQUIPMENT | X |  |  |  | 12 | Sgt |  | 6-E-45 |
|----|------------|---|---|--|--|--|----|-----|--|--------|

DUTY AREA 27 - WAREHOUSE OPERATIONS: NCO

|     |            |   |   |  |  |  |    |     |  |        |
|-----|------------|---|---|--|--|--|----|-----|--|--------|
| 1)  | 3051.27.01 | PREPARE ISSUE TRANSACTION DOCUMENT                |   |  |  |  | 12 | Cpl |  | 6-E-46 |
| 2)  | 3051.27.02 | SUPERVISE WAREHOUSE SAFETY PROGRAM                |   |  |  |  | 12 | Cpl |  | 6-E-46 |
| 3)  | 3051.27.03 | MAINTAIN WAREHOUSE PUBLICATIONS                   |   |  |  |  | 12 | Cpl |  | 6-E-47 |
| 4)  | 3051.27.04 | SUPERVISE STORAGE OPERATIONS                      |   |  |  |  | 12 | Sgt |  | 6-E-47 |
| 5)  | 3051.27.05 | VERIFY STOCK DENIALS                              | X |  |  |  | 24 | Sgt |  | 6-E-48 |
| 6)  | 3051.27.06 | SUPERVISE LOCATION ADDITION PROCEDURES            | X |  |  |  | 12 | Sgt |  | 6-E-48 |
| 7)  | 3051.27.07 | SUPERVISE LOCATION CONSOLIDATION PROCEDURES       | X |  |  |  | 12 | Sgt |  | 6-E-49 |
| 8)  | 3051.27.08 | SUPERVISE WAREHOUSE SECURITY PROCEDURES           |   |  |  |  | 12 | Sgt |  | 6-E-49 |
| 9)  | 3051.27.09 | SUPERVISE CARE IN STORAGE PROCEDURES              | X |  |  |  | 12 | Sgt |  | 6-E-50 |
| 10) | 3051.27.10 | FORMULATE SUPPORT REQUIREMENTS FOR DEPLOYED UNITS |   |  |  |  | 12 | Sgt |  | 6-E-50 |

ENCLOSURE (3)

| SEQ | TASK       | TITLE   | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|-----|------------|---|------|-----|----|-----|-----|-----|----|--------|
| 11) | 3051.27.11 | ESTABLISH FIELD SUPPLY BEACH AND PORT STATION | X    |     |    |     | 12  | Sgt |    | 6-E-51 |
| 12) | 3051.27.12 | BREAK DOWN FIELD WAREHOUSE                    |      |     |    |     | 12  | Sgt |    | 6-E-52 |
| 13) | 3051.27.13 | SUPERVISE WAREHOUSE MODERNIZATION PROCEDURES  |      |     |    |     | 12  | Sgt |    | 6-E-52 |
| 14) | 3051.27.14 | PREPARE MANAFEST FOR MOUNT OUT MATERIALS      |      |     |    |     | 12  | Sgt |    | 6-E-53 |

DUTY AREA 43 - LOCATION SYSTEMS: SNCO

|    |            |  |   |  |  |  |    |      |  |        |
|----|------------|--|---|--|--|--|----|------|--|--------|
| 1) | 3051.43.01 | RECOMMEND LOCATION FOR FIELD WAREHOUSE | X |  |  |  | 24 | SSgt |  | 6-E-56 |
| 2) | 3051.43.02 | ESTABLISH FIELD WAREHOUSE              | X |  |  |  | 18 | SSgt |  | 6-E-56 |

DUTY AREA 44 - INVENTORY PROCEDURES

|    |            |                                |   |  |  |  |    |      |  |        |
|----|------------|--------------------------------|---|--|--|--|----|------|--|--------|
| 1) | 3051.44.01 | REPORT INVENTORY DISCREPANCIES | X |  |  |  | 18 | SSgt |  | 6-E-58 |
|----|------------|--------------------------------|---|--|--|--|----|------|--|--------|

DUTY AREA 47 - WAREHOUSE OPERATIONS: SNCO

|    |            |   |   |  |  |  |    |      |  |        |
|----|------------|---|---|--|--|--|----|------|--|--------|
| 1) | 3051.47.01 | ESTABLISH WAREHOUSE SECURITY PROCEDURES                 |   |  |  |  | 12 | SSgt |  | 6-E-61 |
| 2) | 3051.47.02 | SUPERVISE TRAINING OF SUPPLY PERSONNEL                  | X |  |  |  | 12 | SSgt |  | 6-E-61 |
| 3) | 3051.47.03 | PROVIDE REQUIRED SUSTAINMENT FOR A DEPLOYING FORCE      | X |  |  |  | 18 | SSgt |  | 6-E-62 |
| 4) | 3051.47.04 | DEVELOP SUPPLY SUPPORT PLANS FOR COMBAT SERVICE SUPPORT | X |  |  |  | 12 | SSgt |  | 6-E-63 |

MOS 3052, PACKAGING SPECIALIST

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS: E1 TO E3

|    |            |  |   |  |  |  |    |     |  |       |
|----|------------|--|---|--|--|--|----|-----|--|-------|
| 1) | 3052.01.01 | RESEARCH PUBLICATIONS, DIRECTIVES, AND CORRESPONDENCE TO IDENTIFY HAZARDOUS MATERIAL | X |  |  |  | 12 | Pvt |  | 6-F-1 |
|----|------------|--|---|--|--|--|----|-----|--|-------|

DUTY AREA 05 - MATERIAL PRESERVATION AND PACKAGING: E1 TO E3

|     |            |  |   |  |  |  |    |     |  |        |
|-----|------------|--|---|--|--|--|----|-----|--|--------|
| 1)  | 3052.05.01 | PERFORM PARTIAL DISASSEMBLY OF COMPONENTS FOR PRESERVATION AND PACKAGING | X |  |  |  | 18 | Pvt |  | 6-F-5  |
| 2)  | 3052.05.02 | PERFORM C-1 (ANY APPLICABLE PROCESS) CLEANING PROCESS                    | X |  |  |  | 12 | Pvt |  | 6-F-5  |
| 3)  | 3052.05.03 | PERFORM C-3 (SOLVENT) CLEANING PROCESS                                   | X |  |  |  | 12 | Pvt |  | 6-F-6  |
| 4)  | 3052.05.04 | PERFORM C-5 SOLVENT CLEANING FOLLOWED BY FINGERPRINT REMOVAL             | X |  |  |  | 12 | Pvt |  | 6-F-6  |
| 5)  | 3052.05.05 | PERFORM C-8 (PERSPIRATION AND FINGERPRINT REMOVAL) CLEANING PROCESS      | X |  |  |  | 12 | Pvt |  | 6-F-7  |
| 6)  | 3052.05.06 | PERFORM C-9 (ALKALINE) CLEANING PROCESS                                  | X |  |  |  | 12 | Pvt |  | 6-F-8  |
| 7)  | 3052.05.07 | PERFORM C-12 (EMULSION) CLEANING PROCESS                                 | X |  |  |  | 12 | Pvt |  | 6-F-8  |
| 8)  | 3052.05.08 | PERFORM C-14 (STEAM) CLEANING PROCESS                                    | X |  |  |  | 12 | Pvt |  | 6-F-9  |
| 9)  | 3052.05.09 | PERFORM C-15 (ABRASIVE BLAST) CLEANING PROCESS                           | X |  |  |  | 12 | Pvt |  | 6-F-10 |
| 10) | 3052.05.10 | PERFORM C-17 (SOFT GRIT BLAST) CLEANING PROCESS                          | X |  |  |  | 12 | Pvt |  | 6-F-10 |
| 11) | 3052.05.11 | PERFORM D-1 (PREPARED COMPRESSED AIR) DRYING PROCEDURES                  | X |  |  |  | 12 | Pvt |  | 6-F-11 |
| 12) | 3052.05.12 | PERFORM D-2 (OVEN) DRYING PROCEDURES                                     | X |  |  |  | 12 | Pvt |  | 6-F-11 |

ENCLOSURE (3)



| SEQ | TASK       | TITLE   | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|-----|------------|---|------|-----|----|-----|-----|-----|----|--------|
| 13) | 3052.05.13 | PERFORM D-3 (INFRARED LAMP) DRYING PROCEDURES                                 | X    |     |    |     | 12  | Pvt |    | 6-F-12 |
| 14) | 3052.05.14 | PERFORM D-4 (WIPING) DRYING PROCEDURES  | X    |     |    |     | 12  | Pvt |    | 6-F-12 |
| 15) | 3052.05.15 | PERFORM D-5 (DRAINING) DRYING PROCEDURES                                      | X    |     |    |     | 12  | Pvt |    | 6-F-13 |
| 16) | 3052.05.16 | PERFORM METHOD 10 (MECHANICAL OR PHYSICAL PROTECTION ONLY) PRESERVATION       | X    |     |    |     | 12  | Pvt |    | 6-F-13 |
| 17) | 3052.05.17 | PERFORM METHOD 31 (WATERPROOF BAG, SEALED) PRESERVATION                       | X    |     |    |     | 12  | Pvt |    | 6-F-14 |
| 18) | 3052.05.18 | PERFORM METHOD 32 (CONTAINER ENCLOSED IN WATERPROOF BAG, SEALED) PRESERVATION |      |     |    |     | 12  | Pvt |    | 6-F-15 |
| 19) | 3052.05.19 | PERFORM METHOD 33 (GREASEPROOF, WATERPROOF BAG, SEALED) PRESERVATION          | X    |     |    |     | 12  | Pvt |    | 6-F-16 |
| 20) | 3052.05.20 | PERFORM METHOD 41 (WATER-VAPORPROOF BAG, SEALED) PRESERVATION                 |      |     |    |     | 12  | Pvt |    | 6-F-16 |
| 21) | 3052.05.21 | PERFORM METHOD 42 (CONTAINER, BAG, SEALED) PRESERVATION                       | X    |     |    |     | 12  | Pvt |    | 6-F-17 |
| 22) | 3052.05.22 | PERFORM METHOD 43 (FLOATING WATERPROOF BAG, SPILLED) PRESERVATION             | X    |     |    |     | 12  | Pvt |    | 6-F-18 |
| 23) | 3052.05.23 | PERFORM METHOD 44 (RIGID CONTAINER OTHER THAN ALL METAL, SEALED) PRESERVATION | X    |     |    |     | 12  | Pvt |    | 6-F-19 |
| 24) | 3052.05.24 | PERFORM METHOD 51 (CUSHIONED ITEM, WATERPROOF BAG, SEALED) PRESERVATION       |      |     |    |     | 12  | Pvt |    | 6-F-19 |
| 25) | 3052.05.25 | PERFORM METHOD 52 (CONTAINER, WATERPROOF BAG, SEALED, CONTAINER) PRESERVATION | X    |     |    |     | 12  | Pvt |    | 6-F-20 |
| 26) | 3052.05.26 | PERFORM METHOD 53 (FLOATING WATERPROOF BAG, SEALED) PRESERVATION              |      |     |    |     | 12  | Pvt |    | 6-F-21 |
| 27) | 3052.05.27 | PERFORM METHOD 54 (RIGID CONTAINER OTHER THAN ALL METAL, SEALED) PRESERVATION | X    |     |    |     | 12  | Pvt |    | 6-F-22 |
| 28) | 3052.05.28 | PERFORM METHOD 55 (RIGID METAL CONTAINER, SEAL D) PRESERVATION                | X    |     |    |     | 12  | Pvt |    | 6-F-23 |
| 29) | 3052.05.29 | PERFORM LEVEL A PACKAGING   |      |     |    |     | 12  | Pvt |    | 6-F-24 |
| 30) | 3052.05.30 | PERFORM LEVEL B PACKAGING   |      |     |    |     | 12  | Pvt |    | 6-F-24 |
| 31) | 3052.05.31 | PERFORM LEVEL C PACKAGING   |      |     |    |     | 12  | Pvt |    | 6-F-25 |
| 32) | 3052.05.32 | PERFORM ELECTROSTATIC DISCHARGE PACKAGING                                     |      |     |    |     | 12  | Pvt |    | 6-F-25 |
| 33) | 3052.05.33 | PRESERVE MOTOR VEHICLES   | X    |     |    |     | 12  | Pvt |    | 6-F-26 |
| 34) | 3052.05.34 | PRESERVE/PACKAGE MOTOR VEHICLE COLLATERAL EQUIPMENT                           | X    |     |    |     | 12  | Pvt |    | 6-F-27 |
| 35) | 3052.05.35 | APPLY PRESERVATIVE  | X    |     |    |     | 12  | Pvt |    | 6-F-27 |

DUTY AREA 06 - MATERIAL PACKAGING: E1 TO E3

|    |            |  |   |  |  |  |    |     |  |        |
|----|------------|--|---|--|--|--|----|-----|--|--------|
| 1) | 3052.06.01 | FABRICATE CASE LINER                         | X |  |  |  | 18 | Pvt |  | 6-F-29 |
| 2) | 3052.06.02 | PREPARE PROTECTIVE BARRIERS                  | X |  |  |  | 18 | Pvt |  | 6-F-29 |
| 3) | 3052.06.03 | INSTALL CUSHIONING IN THE SHIPPING CONTAINER | X |  |  |  | 18 | Pvt |  | 6-F-30 |
| 4) | 3052.06.04 | FABRICATE AN INTERIOR SHROUD                 | X |  |  |  | 18 | Pvt |  | 6-F-30 |
| 5) | 3052.06.05 | INSTALL BLOCKING IN THE SHIPPING CONTAINER   | X |  |  |  | 18 | Pvt |  | 6-F-30 |
| 6) | 3052.06.06 | INSTALL BRACING IN THE SHIPPING CONTAINER    | X |  |  |  | 18 | Pvt |  | 6-F-31 |
| 7) | 3052.06.07 | SEAL BARRIER MATERIAL                        | X |  |  |  | 18 | Pvt |  | 6-F-31 |

DUTY AREA 07 - PREPARATION FOR SHIPMENT FUNCTIONS: E1 TO E3

|    |            |                                     |   |  |  |  |    |     |  |        |
|----|------------|-------------------------------------|---|--|--|--|----|-----|--|--------|
| 1) | 3052.07.01 | WATERPROOF SHIPPING CONTAINERS      | X |  |  |  | 18 | Pvt |  | 6-F-33 |
| 2) | 3052.07.02 | SEAL FIBERBOARD SHIPPING CONTAINERS | X |  |  |  | 18 | Pvt |  | 6-F-33 |

ENCLOSURE (3)

| SEQ | TASK       | TITLE                                     | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|-----|------------|---|------|-----|----|-----|-----|-----|----|--------|
| 3)  | 3052.07.03 | STRAP FIBERBOARD/WOOD SHIPPING CONTAINERS | X    |     |    |     | 18  | Pvt |    | 6-F-33 |
| 4)  | 3052.07.04 | WEIGH AND CUBE SHIPPING CONTAINERS        | X    |     |    |     | 18  | Pvt |    | 6-F-34 |
| 5)  | 3052.07.05 | FABRICATE MARKING STENCILS                | X    |     |    |     | 36  | Pvt |    | 6-F-34 |
| 6)  | 3052.07.06 | MARK SHIPPING CONTAINERS                  | X    |     |    |     | 18  | Pvt |    | 6-F-35 |
| 7)  | 3052.07.07 | PALLETIZE SHIPPING CONTAINERS             | X    |     |    |     | 18  | Pvt |    | 6-F-35 |

DUTY AREA 21 - ADMINISTRATIVE FUNCTIONS: NCO

|    |            |   |  |  |  |  |    |     |  |        |
|----|------------|---|--|--|--|--|----|-----|--|--------|
| 1) | 3052.21.01 | PREPARE WEEKLY, MONTHLY, AND YEARLY STATUS REPORT |  |  |  |  | 12 | Cpl |  | 6-F-37 |
|----|------------|---|--|--|--|--|----|-----|--|--------|

DUTY AREA 22 - PERSONNEL MANAGEMENT: E1 TO E3

|     |            |  |   |  |  |  |    |     |  |        |
|-----|------------|--|---|--|--|--|----|-----|--|--------|
| 1)  | 3052.22.01 | SUPERVISE PRESERVATION, PACKAGING, AND PACKING (PP&P) SAFETY PROGRAM |   |  |  |  | 36 | Sgt |  | 6-F-38 |
| 2)  | 3052.22.02 | SUPERVISE RECEIVING OPERATIONS                                       |   |  |  |  | 12 | Sgt |  | 6-F-38 |
| 3)  | 3052.22.03 | SUPERVISE PRESERVATION   |   |  |  |  | 12 | Sgt |  | 6-F-39 |
| 4)  | 3052.22.04 | SUPERVISE CONTAINER MANUFACTURING OPERATIONS                         |   |  |  |  | 24 | Sgt |  | 6-F-40 |
| 5)  | 3052.22.05 | SUPERVISE CUSTODY PROCEDURES   |   |  |  |  | 12 | Sgt |  | 6-F-40 |
| 6)  | 3052.22.06 | SUPERVISE HAZARDOUS MATERIAL PROCESSING                              | X |  |  |  | 12 | Sgt |  | 6-F-41 |
| 7)  | 3052.22.07 | SUPERVISE PREPARATION FOR SHIPMENT OPERATIONS                        | X |  |  |  | 12 | Sgt |  | 6-F-41 |
| 8)  | 3052.22.08 | SUPERVISE PREPARATION FOR CARE IN STORAGE                            | X |  |  |  | 12 | Sgt |  | 6-F-42 |
| 9)  | 3052.22.09 | SUPERVISE PREVENTIVE MAINTENANCE PROGRAM                             |   |  |  |  | 18 | Sgt |  | 6-F-43 |
| 10) | 3052.22.10 | SUPERVISE PRIORITIZATION OF WORKLOAD                                 |   |  |  |  | 18 | Sgt |  | 6-F-43 |
| 11) | 3052.22.11 | SUPERVISE EMBARKATION PROCEDURES                                     |   |  |  |  | 18 | Sgt |  | 6-F-44 |

DUTY AREA 23 - OPERATIONAL FUNCTIONS: NCO

|    |            |  |  |  |  |  |    |     |  |        |
|----|------------|--|--|--|--|--|----|-----|--|--------|
| 1) | 3052.23.01 | CONTROL SPECIAL TOOLS                                |  |  |  |  | 18 | Cpl |  | 6-F-45 |
| 2) | 3052.23.02 | OPERATE AUTOMATED MATERIAL HANDLING EQUIPMENT (AMHE) |  |  |  |  | 18 | Cpl |  | 6-F-45 |
| 3) | 3052.23.03 | PERFORM PROCESS PLANNING                             |  |  |  |  | 12 | Sgt |  | 6-F-46 |
| 4) | 3052.23.04 | PERFORM IN PROCESS QUALITY CONTROL PROCEDURES        |  |  |  |  | 12 | Sgt |  | 6-F-46 |

DUTY AREA 24 - CONTAINER MANUFACTURING: NCO

|    |            |   |  |  |  |  |    |     |  |        |
|----|------------|---|--|--|--|--|----|-----|--|--------|
| 1) | 3052.24.01 | DESIGN WOOD SHIPPING/STORAGE CONTAINERS |  |  |  |  | 18 | Sgt |  | 6-F-48 |
| 2) | 3052.24.02 | CONSTRUCT SHIPPING/STORAGE CONTAINERS   |  |  |  |  | 18 | Sgt |  | 6-F-48 |
| 3) | 3052.24.03 | CONSTRUCT WOOD PALLETS                  |  |  |  |  | 18 | Sgt |  | 6-F-49 |

DUTY AREA 27 - PREPARATION FOR SHIPMENT FUNCTIONS: NCO

|    |            |   |   |  |  |  |    |     |  |        |
|----|------------|---|---|--|--|--|----|-----|--|--------|
| 1) | 3052.27.01 | PREPARE SHIPPER'S DECLARATION FOR DANGEROUS GOODS FORM  | X |  |  |  | 12 | Sgt |  | 6-F-52 |
| 2) | 3052.27.02 | PREPARE PERISHABLE LABELS (DD FORMS 1502,1502.1,1502.2) | X |  |  |  | 12 | Sgt |  | 6-F-52 |
| 3) | 3052.27.03 | VERIFY PACKAGING OF HAZARDOUS MATERIALS CONTAINERS      | X |  |  |  | 12 | Sgt |  | 6-F-53 |

| <u>SEQ</u>   | <u>TASK</u> | <u>TITLE</u>  | <u>CORE</u> | <u>FLC</u> | <u>DL</u> | <u>PST</u> | <u>SUS</u> | <u>REQ</u> | <u>BY</u> | <u>PAGE</u> |
|--|-------------|---|-------------|------------|-----------|------------|------------|------------|-----------|-------------|
| <u>DUTY AREA 42 - PERSONNEL MANAGEMENT: SNCO</u>               |             |   |             |            |           |            |            |            |           |             |
| 1)   | 3052.42.01  | SUPERVISE PROCESS PLANNING  |             |            |           |            | 18         | SSgt       |           | 6-F-55      |
| 2)   | 3052.42.02  | SUPERVISE ACCOUNTING PROCEDURES                                   |             |            |           |            | 12         | SSgt       |           | 6-F-55      |
| 3)   | 3052.42.03  | SUPERVISE REIMBURSABLE FUNCTIONS                                  |             |            |           |            | 12         | SSgt       |           | 6-F-56      |
| 4)   | 3052.42.04  | SUPERVISE PRESERVATION AND PACKAGING<br>OPERATIONS FOR DEPLOYMENT |             |            |           |            | 18         | SSgt       |           | 6-F-56      |
| <u>DUTY AREA 43 - OPERATIONAL FUNCTIONS: SNCO</u>              |             |   |             |            |           |            |            |            |           |             |
| 1)   | 3052.43.01  | PERFORM QUALITY CONTROL PROCEDURES ON<br>OUTGOING MATERIAL        |             |            |           |            | 12         | SSgt       |           | 6-F-58      |
| 2)   | 3052.43.02  | CONDUCT QUALITY ASSURANCE EVALUATIONS                             |             |            |           |            | 12         | SSgt       |           | 6-F-58      |
| 3)   | 3052.43.03  | COORDINATE LOGISTICS SUPPORT<br>REQUIREMENTS                      |             |            |           |            | 12         | SSgt       |           | 6-F-59      |
| 4)   | 3052.43.04  | TRACK STATUS OF ITEMS PROCESSED THROUGH<br>PRESERVATION           |             |            |           |            | 24         | SSgt       |           | 6-F-60      |
| 5)   | 3052.43.05  | PERFORM PREVENTIVE MAINTENANCE (PM)                               |             |            |           |            | 18         | SSgt       |           | 6-F-60      |
| <u>DUTY AREA 44 - CONTAINER MANUFACTURING: SNCO</u>            |             |   |             |            |           |            |            |            |           |             |
| 1)   | 3052.44.01  | ASSEMBLE TRIPLE-WALL CORRUGATED<br>FIBERBOARD SHIPPING CONTAINERS |             |            |           |            | 18         | SSgt       |           | 6-F-61      |
| <u>DUTY AREA 47 - PREPARATION FOR SHIPMENT FUNCTIONS: SNCO</u> |             |   |             |            |           |            |            |            |           |             |
| 1)   | 3052.47.01  | ESTABLISH CHAIN OF CUSTODY PROCEDURES                             |             |            |           |            | 18         | SSgt       |           | 6-F-64      |

COMMON INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure lists the ITS tasks common to more than one MOS within the OccFld. It is designed to assist the trainer in consolidating training for common tasks.

2. Format. The columns are as follows:

a. TASK TITLE. A listing of all tasks common to at least two MOSs.

b. COMMON TASK NUMBERS. A listing of the ITS designators for all ITs containing the same task title.

| <u>TASK TITLE</u>  | <u>COMMON TASK NUMBERS</u> |            |            |
|--|----------------------------|------------|------------|
| ANALYZE PROPERTY ACCOUNTING REPORTS  | 3002.01.18                 | 3010.01.18 |            |
| ANALYZE THE REQUISITION MANAGEMENT REPORTS   | 3002.02.07                 | 3010.02.07 |            |
| ASSIST IN MAINTAINING THE MARINE CORPS GROUND EQUIPMENT RESOURCE REPORTABLE (MCGERR) ITEMS | 3002.01.17                 | 3010.01.17 |            |
| BRIEF COMMANDING OFFICER ON STATUS OF SUPPLY OPERATION                                     | 3002.04.13                 | 3010.04.13 |            |
| CONDUCT ANNUAL CLOSEOUT  | 3002.03.05                 | 3010.03.05 |            |
| CONDUCT ANNUAL INVENTORY   | 3002.01.08                 | 3010.01.08 |            |
| CONDUCT MIDYEAR REVIEW   | 3002.03.03                 | 3010.03.03 |            |
| CONDUCT SPOT/CYCLICAL INVENTORY  | 3002.01.09                 | 3010.01.09 |            |
| CONDUCT SUPPLY SUPPORT OPERATIONS WITHIN A COMBAT SERVICE SUPPORT ELEMENT (CSSE)           | 3002.05.03                 | 3010.05.03 |            |
| DIRECT DISPOSAL OF DAMAGED OR DETERIORATED SUPPLIES AND EQUIPMENT                          | 3002.01.04                 | 3010.01.04 |            |
| DIRECT DISPOSAL OF UNSERVICEABLE ASSETS  | 3002.26.06                 | 3010.06.02 |            |
| DIRECT INTERMEDIATE STOCK CONTROL OPERATIONS   | 3002.26.02                 | 3010.26.02 |            |
| DIRECT INTERMEDIATE STORAGE OPERATIONS   | 3002.26.01                 | 3010.10.06 | 3010.26.01 |
| DIRECT PURCHASES USING THE GOVERNMENT CREDIT CARD  | 3002.03.10                 | 3010.03.10 |            |
| DIRECT THE BUY REVIEW  | 3002.26.03                 | 3010.26.03 |            |
| DIRECT THE MATERIAL OBLIGATION VALIDATION (MOV) AND BACKORDER VALIDATION (BOV)             | 3002.26.08                 | 3010.06.04 |            |
| ENSURE COMPLIANCE WITH THE RADIOLOGICAL AFFAIRS SUPPORT PROGRAM (RASP)                     | 3002.07.05                 | 3010.07.05 |            |
| ESTABLISH STOCK OBJECTIVES   | 3002.26.04                 | 3010.26.04 |            |

ENCLOSURE (4)

| <u>TASK TITLE</u>   | <u>COMMON TASK NUMBERS</u> |            |
|---|----------------------------|------------|
| ESTABLISH SUPPLY MOS SUSTAINMENT TRAINING   | 3002.04.12                 | 3010.04.12 |
| EXECUTE BUDGET/SPENDING PLAN  | 3002.03.02                 | 3010.03.02 |
| INITIATE PURCHASING AND CONTRACTING REQUESTS  | 3002.03.11                 | 3010.03.11 |
| MAINTAIN GENERAL ACCOUNT BALANCE FILE (GABF)  | 3043.28.03                 | 3043.46.01 |
| MAINTAIN MONEY VALUE GAIN/LOSS (MVGL) REPORT  | 3002.01.10                 | 3010.01.10 |
| MAINTAIN REQUIRED LETTERS OF APPOINTMENT AND<br>REVOCATION IN THE SUPPLY FIVE YEAR FILE | 3002.04.03                 | 3010.04.03 |
| MAINTAIN RESULTS OF AUDITS AND VERIFICATION   | 3002.04.04                 | 3010.04.04 |
| MAINTAIN SMALL ARMS REPORT  | 3002.01.12                 | 3010.01.12 |
| MAINTAIN VOUCHER FILE   | 3043.01.09                 | 3043.21.07 |
| MANAGE ACCOUNTABILITY OF PACKAGED OPERATIONAL RATIONS<br>(PORS)                         | 3002.04.07                 | 3010.04.07 |
| MANAGE ACCOUNTABILITY OF UNIT MARITIME PREPOSITIONING<br>FORCE (MPF) ASSETS             | 3002.05.05                 | 3010.05.05 |
| MANAGE ALLOWANCES   | 3002.01.01                 | 3010.01.01 |
| MANAGE AMMUNITION ACCOUNTABILITY  | 3002.04.06                 | 3010.04.06 |
| MANAGE CONTROLLED ITEMS   | 3002.01.05                 | 3010.01.05 |
| MANAGE DAILY MAINTENANCE TRANSACTIONS LIST  | 3002.02.04                 | 3010.02.04 |
| MANAGE FISCAL ACCOUNTABILITY  | 3002.03.04                 | 3010.03.04 |
| MANAGE FISCAL FOR EXTERNALLY FUNDED EXERCISES   | 3002.03.07                 | 3010.03.07 |
| MANAGE FISCAL FOR UNIT FUNDED EXERCISES   | 3002.03.06                 | 3010.03.06 |
| MANAGE HAZARDOUS MATERIAL   | 3002.07.03                 | 3010.07.03 |
| MANAGE INDIVIDUAL CLOTHING RECORDS  | 3002.04.10                 | 3010.04.10 |
| MANAGE INITIAL ISSUE PROVISIONING (IIP) PROGRAM   | 3002.06.01                 | 3010.06.01 |
| MANAGE MAINTENANCE OF REQUISITIONS  | 3002.02.03                 | 3010.02.03 |
| MANAGE NON-T/E ASSETS   | 3002.01.14                 | 3010.01.14 |
| MANAGE PERSONAL EFFECTS   | 3002.04.08                 | 3010.04.08 |
| MANAGE PROCESSING OF ADDITIONAL DEMANDS   | 3002.02.01                 | 3010.02.01 |
| MANAGE PROCESSING OF MISSING/LOST/STOLEN/RECOVERED<br>(MLSR) REPORTS                    | 3002.04.05                 | 3010.04.05 |
| MANAGE REDISTRIBUTIONS  | 3002.01.03                 | 3010.01.03 |

ENCLOSURE (4)

| <u>TASK TITLE</u>   | <u>COMMON TASK NUMBERS</u> |            |            |
|---|----------------------------|------------|------------|
| MANAGE REIMBURSABLE FUNDING   | 3002.03.08                 | 3010.03.08 |            |
| MANAGE SECONDARY DEPOT LEVEL REPARABLES   | 3002.26.07                 | 3010.06.03 |            |
| MANAGE SUBSIDIARY RECORDS/SYSTEMS FOR NON-ISSUED<br>SERIALIZED GEAR                                     | 3002.01.11                 | 3010.01.11 |            |
| MANAGE SUPPLY RELATED INVESTIGATIONS  | 3002.01.16                 | 3010.01.16 |            |
| MANAGE TEMPORARY LOAN FILES   | 3002.01.13                 | 3010.01.13 |            |
| MANAGE THE CONTROL OF INDIVIDUAL EQUIPMENT  | 3002.01.15                 | 3010.01.15 |            |
| MANAGE THE DEPLOYMENT SUPPORT UNIT  | 3002.26.09                 | 3010.26.06 |            |
| MANAGE THE MAINTENANCE OF RESPONSIBLE OFFICER (RO)<br>ACCOUNTS  | 3002.01.07                 | 3010.01.07 |            |
| MANAGE THE PROCUREMENT OF SUPPLIES THE DIRECT SUPPORT<br>STOCK CONTROL (DSSC)                           | 3002.03.12                 | 3010.03.12 |            |
| MANAGE THE PUBLICATION LISTING FOR THE UNIT SUPPLY<br>SECTION   | 3002.04.11                 | 3010.04.11 |            |
| MANAGE THE RECONCILIATION OF THE MATERIAL OBLIGATION<br>VALIDATION/BACKORDER VALIDATION                 | 3002.02.05                 | 3010.02.05 |            |
| MANAGE THE ROLLBACK OF EXCESS MATERIAL  | 3002.01.06                 | 3010.01.06 |            |
| MANAGE THE SUPPLY DISCREPANCY REPORT  | 3002.02.06                 | 3010.02.06 |            |
| MANAGE THE UNIT'S GOVERNMENT CREDIT CARD PROGRAM  | 3002.03.09                 | 3010.03.09 |            |
| MANAGE UNIFORM MOVEMENT ISSUE AND PRIORITY SYSTEM   | 3002.02.02                 | 3010.02.02 |            |
| MANAGE WAREHOUSE SAFETY PROCEDURES  | 3002.07.02                 | 3010.07.02 |            |
| MANGE PERMANENT ISSUE OF SPECIAL EQUIPMENT  | 3002.04.09                 | 3010.04.09 |            |
| MONITOR ELECTROSTATIC DISCHARGE (ESD) SENSITIVE<br>DEVICES DURING HANDLING, STORAGE, AND TRANSPORTATION | 3002.07.04                 | 3010.07.04 |            |
| MONITOR MAINTENANCE OF STORED ASSETS  | 3002.07.01                 | 3010.07.01 | 3010.27.01 |
| MONITOR PREPARATION OF SUPPLIES FOR DEPLOYMENT  | 3002.05.04                 | 3010.05.04 |            |
| MONITOR RECONCILIATION OF STORES ACCOUNTING RECORDS   | 3002.06.03                 | 3010.26.09 |            |
| MONITOR REDISTRIBUTION OF REPARABLE ISSUE POINT<br>ASSETS   | 3002.06.02                 | 3010.26.08 |            |
| PERFORM STANDARD ACCOUNTING, BUDGETING, AND REPORTING<br>SYSTEM (SABRS) FISCAL PROCEDURES               | 3043.03.01                 | 3043.23.01 |            |
| PLAN COMBAT SERVICE SUPPORT OPERATIONS IN A<br>JOINT/COMBINED ENVIRONMENT                               | 3002.25.02                 | 3010.25.02 |            |

ENCLOSURE (4)

| <u>TASK TITLE</u>   | <u>COMMON TASK NUMBERS</u> |            |            |
|---|----------------------------|------------|------------|
| PLAN COMBAT SUPPLY SUPPORT OPERATIONS   | 3002.25.01                 | 3010.25.01 |            |
| PREPARE ANNUAL BUDGET   | 3002.03.01                 | 3010.03.01 |            |
| PREPARE ENDORSEMENT ON OUTGOING SUPPLY OFFICER'S<br>CERTIFICATE OF RELIEF   | 3002.04.02                 | 3010.04.02 |            |
| PREPARE SUPPLY OFFICER'S AND COMMANDING OFFICER'S<br>CERTIFICATE OF RELIEF  | 3002.04.01                 | 3010.04.01 |            |
| PROCESS A SUPPLY DISCREPANCY REPORT (SDR)   | 3043.02.10                 | 3043.22.06 |            |
| PROCESS DISPOSITION INSTRUCTIONS FOR MATERIAL RETURNS<br>PROGRAM (MRP) ITEMS  | 3043.26.07                 | 3043.46.02 |            |
| PROCESS MAINTENANCE PART REQUEST FOR SUPPLY HELD<br>ITEMS   | 3043.42.07                 | 3051.22.03 |            |
| PROCESS RECEIPTS  | 3043.02.08                 | 3043.42.06 |            |
| PROVIDE REQUIRED SUSTAINMENT FOR A DEPLOYING FORCE  | 3043.25.02                 | 3043.45.02 | 3051.47.03 |
| PROVIDE SUPPLY FOCUSED COMBAT SERVICE SUPPORT INPUT<br>IN MARITIME PREPOSITIONING FORCE (MPF) OPERATION<br>PLANNING | 3002.05.02                 | 3010.05.02 |            |
| SUBMIT T/O&E CHANGE REQUESTS  | 3002.01.02                 | 3010.01.02 |            |
| SUPERVISE COMMERCIAL ITEM PROCUREMENT   | 3002.26.05                 | 3010.26.05 |            |
| SUPERVISE EMBARKATION PROCEDURES  | 3051.23.02                 | 3052.22.11 |            |
| SUPERVISE RECEIVING OPERATIONS  | 3051.25.03                 | 3052.22.02 |            |
| SUPERVISE THE ESTABLISHMENT OF A FIELD WAREHOUSE  | 3002.05.06                 | 3010.05.06 |            |
| SUPERVISE TRAINING OF SUPPLY PERSONNEL  | 3043.24.09                 | 3051.47.02 |            |
| VALIDATE THE COLLECTION AND TURN IN OF GOVERNMENT<br>FUNDS  | 3002.03.13                 | 3010.03.13 |            |
| VERIFY UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY<br>SYSTEM (UMMIPS) DESIGNATOR ASSIGNMENTS                       | 3043.02.02                 | 3043.22.02 |            |

ENCLOSURE (4)

TRAINING SUPPORT

1. This enclosure summarizes five categories of training support by ITS for the entire OccFld:

Appendix A: References

Appendix B: Training Materiel

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: Distance Learning Products

Appendix E: Performance Support Tools

2. If support identified in any appendix is not applicable to this OccFld, the appendix will include a statement to that effect.



# REFERENCES

1. General. References are doctrinal publications, technical manuals, and other publications upon which an ITS and its performance steps are based. They should be readily available and provide the detailed procedures for accomplishing the task. This section includes a list of all reference publications associated with any task in this OccFld.

2. Format. The columns are as follows:

a. REFERENCES. This column summarizes all references associated with at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks to which the corresponding reference is associated.

| <u>REFERENCES</u>                       | <u>TASK NUMBERS</u> |            |            |            |
|---|---------------------|------------|------------|------------|
| AFSC PUB-1                              | 3002.25.02          | 3010.25.02 |            |            |
| Data Entry Maintenance Level Procedures | 3043.46.05          |            |            |            |
| FM 101-5                                | 3002.05.01          | 3002.05.02 | 3002.05.03 | 3002.05.04 |
|   | 3002.05.05          | 3002.05.06 | 3002.25.01 | 3002.25.02 |
|   | 3002.45.01          | 3002.45.02 | 3002.45.03 | 3010.05.01 |
|   | 3010.05.02          | 3010.05.03 | 3010.05.04 | 3010.05.05 |
|   | 3010.05.06          | 3010.25.01 | 3010.25.02 |            |
| Internal Management Control Reference   | 3002.01.15          | 3010.01.15 |            |            |
| JTR                                     | 3051.24.02          |            |            |            |
| Local SOP                               | 3002.01.07          | 3002.01.08 | 3002.01.09 | 3002.01.13 |
|   | 3002.01.14          | 3002.01.15 | 3002.02.05 | 3002.03.01 |
|   | 3002.03.02          | 3002.03.03 | 3002.03.04 | 3002.03.05 |
|   | 3002.03.06          | 3002.03.07 | 3002.03.08 | 3002.03.10 |
|   | 3002.03.11          | 3002.03.12 | 3002.04.09 | 3002.04.11 |
|   | 3002.05.01          | 3002.05.02 | 3002.05.04 | 3002.05.06 |
|   | 3002.07.01          | 3002.07.03 | 3002.25.01 | 3002.25.02 |
|   | 3002.26.03          | 3002.26.06 | 3002.45.01 | 3002.45.02 |
|   | 3002.45.03          | 3010.01.07 | 3010.01.08 | 3010.01.09 |
|   | 3010.01.13          | 3010.01.14 | 3010.01.15 | 3010.02.05 |
|   | 3010.03.01          | 3010.03.02 | 3010.03.03 | 3010.03.04 |
|   | 3010.03.05          | 3010.03.06 | 3010.03.07 | 3010.03.08 |
|   | 3010.03.10          | 3010.03.11 | 3010.03.12 | 3010.04.09 |
|   | 3010.04.11          | 3010.05.01 | 3010.05.02 | 3010.05.04 |
|   | 3010.05.06          | 3010.06.02 | 3010.07.01 | 3010.07.03 |
|   | 3010.08.03          | 3010.08.04 | 3010.08.05 | 3010.08.06 |
|   | 3010.09.02          | 3010.10.01 | 3010.10.05 | 3010.11.02 |
|   | 3010.11.03          | 3010.11.04 | 3010.25.01 | 3010.25.02 |
|   | 3010.26.03          | 3010.27.01 | 3010.28.01 | 3010.29.01 |
|   | 3043.01.05          | 3043.02.12 | 3043.02.14 | 3043.03.01 |
|   | 3043.03.02          | 3043.21.09 | 3043.21.10 | 3043.23.01 |
|   | 3043.24.01          | 3043.24.04 | 3043.24.09 | 3043.28.01 |

| REFERENCES                            | TASK NUMBERS |            |            |            |
|---------------------------------------|--------------|------------|------------|------------|
|                                       | 3043.28.02   | 3043.28.04 | 3043.28.06 | 3043.28.07 |
|                                       | 3051.01.02   | 3051.03.03 | 3051.03.08 | 3051.03.09 |
|                                       | 3051.04.02   | 3051.04.04 | 3051.05.04 | 3051.06.02 |
|                                       | 3051.06.03   | 3051.06.04 | 3051.06.06 | 3051.07.01 |
|                                       | 3051.07.05   | 3051.21.01 | 3051.21.02 | 3051.21.07 |
|                                       | 3051.22.01   | 3051.22.02 | 3051.23.01 | 3051.24.02 |
|                                       | 3051.25.03   | 3051.26.01 | 3051.27.02 | 3051.27.04 |
|                                       | 3051.27.08   | 3051.27.09 | 3051.27.10 | 3051.27.12 |
|                                       | 3051.27.13   | 3051.43.01 | 3051.43.02 | 3051.44.01 |
|                                       | 3051.47.01   | 3051.47.03 | 3051.47.04 | 3052.22.02 |
|                                       | 3052.22.10   | 3052.22.11 | 3052.23.01 | 3052.43.04 |
| MCRP 5-2A/ 5-12A                      | 3002.05.05   | 3002.05.06 | 3010.05.05 | 3010.05.06 |
| MCWP 4-1                              | 3002.05.01   | 3002.05.02 | 3002.05.03 | 3002.05.04 |
|                                       | 3002.05.05   | 3002.05.06 | 3002.25.01 | 3002.25.02 |
|                                       | 3002.45.01   | 3002.45.02 | 3002.45.03 | 3010.05.01 |
|                                       | 3010.05.02   | 3010.05.03 | 3010.05.04 | 3010.05.05 |
|                                       | 3010.05.06   | 3010.25.01 | 3010.25.02 |            |
| MCWP 4-11                             | 3002.05.01   | 3002.05.02 | 3002.05.03 | 3002.05.04 |
|                                       | 3002.05.05   | 3002.05.06 | 3002.25.01 | 3002.25.02 |
|                                       | 3002.45.01   | 3002.45.02 | 3002.45.03 | 3010.05.01 |
|                                       | 3010.05.02   | 3010.05.03 | 3010.05.04 | 3010.05.05 |
|                                       | 3010.05.06   | 3010.25.01 | 3010.25.02 |            |
| MCWP 4-11.7/ 4-6                      | 3002.05.01   | 3002.05.02 | 3002.05.03 | 3002.05.04 |
|                                       | 3002.05.05   | 3002.05.06 | 3002.25.01 | 3002.25.02 |
|                                       | 3002.45.01   | 3002.45.02 | 3002.45.03 | 3010.05.01 |
|                                       | 3010.05.02   | 3010.05.03 | 3010.05.04 | 3010.05.05 |
|                                       | 3010.05.06   | 3010.25.01 | 3010.25.02 |            |
| MCWP 4-12                             | 3002.05.01   | 3002.05.02 | 3002.05.03 | 3002.05.04 |
|                                       | 3002.05.05   | 3002.05.06 | 3002.25.01 | 3002.25.02 |
|                                       | 3002.45.01   | 3002.45.02 | 3002.45.03 | 3010.05.01 |
|                                       | 3010.05.02   | 3010.05.03 | 3010.05.04 | 3010.05.05 |
|                                       | 3010.05.06   | 3010.25.01 | 3010.25.02 |            |
| MCWP 5-2A/ 5-12A                      | 3002.05.01   | 3002.05.02 | 3002.05.03 | 3002.05.04 |
|                                       | 3002.25.01   | 3002.25.02 | 3002.45.01 | 3002.45.02 |
|                                       | 3002.45.03   | 3010.05.01 | 3010.05.02 | 3010.05.03 |
|                                       | 3010.05.04   | 3010.25.01 | 3010.25.02 |            |
| MIL B 12841                           | 3052.05.34   |            |            |            |
| MIL E 17555                           | 3052.05.32   |            |            |            |
| MIL L 10547                           | 3052.07.01   |            |            |            |
| MIL STD 147                           | 3052.07.07   |            |            |            |
| MIL V 62038                           | 3052.05.33   |            |            |            |
| Manufacturer's Manual                 | 3052.43.05   |            |            |            |
| Manufacturer's Operating Instructions | 3051.01.02   | 3051.21.02 | 3052.22.09 | 3052.23.02 |

Appendix A to  
ENCLOSURE (5)

| REFERENCES  | TASK NUMBERS                                |
|---|---|
| NAVMC 2664  | 3002.03.01 3010.03.01                       |
| NAVSO P3006   | 3002.03.01 3010.03.01                       |
| NAVSUP Publication 529  | 3051.27.13                                  |
| Natural Security Manual   | 3043.46.05                                  |
| Stockage Computation DMFT Manual  | 3043.46.03                                  |
| TI 5104-15/2_   | 3002.07.05 3010.06.05 3010.07.05 3010.10.02 |
| Top Secret Security (TSS) Manual  | 3043.46.05                                  |
| WSS User's Manual   | 3051.07.05                                  |
| ASTM D4727, Corrugated and Solid<br>Fiberboard Sheet Rock (container grade)<br>and Cut Shapes | 3052.44.01                                  |
| ASTM D5118/D5118M, Fabrication of<br>Fiberboard Shipping Boxes                                | 3052.44.01                                  |
| ASTM D5168, Fabrication and Closure of<br>Triple-Wall Corrugated Fiberboard<br>Containers     | 3052.44.01                                  |
| ATPD 2246, Vehicle Preservation   | 3052.05.33                                  |
| BUMEDINST 6700.16, Controlled Medical and<br>Dental Material                                  | 3043.41.17 3051.22.02                       |
| CFR TITLE 10, Title 10 Code of Federal<br>Regulations   | 3002.07.05 3010.07.05                       |
| CFR TITLE 29, Occupational Safety &<br>Health Standards for General Industry<br>(1910)        | 3002.07.03 3010.07.03 3052.01.01 3052.22.06 |
| CFR TITLE 49, Transportation  | 3002.07.05 3010.07.05 3052.27.01 3052.27.03 |
| DLA HANDBOOK, Defense Logistics Agency<br>Customer Service Handbook                           | 3002.02.06 3010.02.06                       |
| DOD 4000.19-R, Interservice &<br>Governmental Support   | 3043.43.03 3043.43.04 3043.44.03            |
| DOD 4000.25-1-M, Military Standard<br>Requisitioning Issue Procedures<br>(MILSTRIP)           | 3043.01.06 3043.41.07                       |
| DOD 4140.1-R, DOD Material Management<br>Regulation   | 3043.26.04                                  |

| REFERENCES  | TASK NUMBERS |            |            |            |
|---|--------------|------------|------------|------------|
| DOD 4140.26-M, Defense Integrated Material Management Manual for Consumable Items (DIMMMCI) | 3043.01.06   | 3043.41.07 |            |            |
| DOD 4145.19-R-1, Storage and Materials Handling   | 3002.01.04   | 3002.05.04 | 3002.05.06 | 3002.07.01 |
|   | 3002.07.02   | 3002.26.01 | 3010.01.04 | 3010.05.04 |
|   | 3010.05.06   | 3010.07.01 | 3010.07.02 | 3010.10.02 |
|   | 3010.10.03   | 3010.10.06 | 3010.26.01 | 3010.27.01 |
|   | 3051.01.01   | 3051.01.02 | 3051.02.02 | 3051.02.03 |
|   | 3051.02.05   | 3051.02.06 | 3051.02.07 | 3051.03.01 |
|   | 3051.03.02   | 3051.03.03 | 3051.03.04 | 3051.03.05 |
|   | 3051.03.06   | 3051.03.08 | 3051.04.02 | 3051.04.03 |
|   | 3051.05.01   | 3051.05.02 | 3051.05.03 | 3051.05.04 |
|   | 3051.05.05   | 3051.07.01 | 3051.07.03 | 3051.21.01 |
|   | 3051.21.02   | 3051.21.04 | 3051.21.05 | 3051.21.06 |
|   | 3051.21.07   | 3051.21.08 | 3051.21.09 | 3051.22.01 |
|   | 3051.23.01   | 3051.23.03 | 3051.24.04 | 3051.25.01 |
|   | 3051.27.02   | 3051.27.04 | 3051.27.07 | 3051.27.08 |
|   | 3051.27.09   | 3051.27.11 | 3051.27.13 | 3051.43.01 |
|   | 3051.43.02   | 3051.47.01 | 3052.07.07 | 3052.22.01 |
|   | 3052.22.02   | 3052.22.07 | 3052.22.08 | 3052.23.02 |
|   | 3052.42.01   |            |            |            |
| DOD 6055.1, DOD, Occupational Safety & Health (OSH) Program                                 | 3002.07.02   | 3010.07.02 |            |            |
| DOD 7000.14-R, Financial Management Regulation  | 3002.03.01   | 3002.03.02 | 3002.03.04 | 3002.03.05 |
|   | 3002.03.06   | 3002.03.07 | 3002.03.08 | 3002.03.13 |
|   | 3002.04.03   | 3002.04.04 | 3010.03.01 | 3010.03.02 |
|   | 3010.03.04   | 3010.03.05 | 3010.03.06 | 3010.03.07 |
|   | 3010.03.08   | 3010.03.13 | 3010.04.03 | 3010.04.04 |
|   | 3043.24.02   | 3043.44.02 | 3043.44.03 |            |
| DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations                   | 3044.01.03   | 3044.01.04 | 3044.01.11 | 3044.02.01 |
|   | 3044.04.01   | 3044.04.06 | 3044.04.08 | 3044.04.09 |
|   | 3044.05.03   |            |            |            |
| FAR, Federal Acquisition Regulations  | 3043.43.04   | 3044.01.01 | 3044.01.04 | 3044.01.05 |
|   | 3044.01.06   | 3044.01.09 | 3044.01.10 | 3044.01.12 |
|   | 3044.01.13   | 3044.02.01 | 3044.04.01 | 3044.04.04 |
|   | 3044.04.05   | 3044.04.06 | 3044.04.09 | 3044.05.01 |
|   | 3044.05.02   | 3044.05.04 | 3044.05.05 | 3044.05.06 |
|   | 3044.05.07   |            |            |            |
| FEDLOG, Federal Logistic Data on Compact Disk   | 3043.02.01   |            |            |            |
| FM 100-15, Larger Units Operations  | 3002.05.01   | 3002.05.02 | 3002.05.05 | 3002.25.01 |
|   | 3002.45.01   | 3010.05.01 | 3010.05.02 | 3010.05.05 |
|   | 3010.25.01   |            |            |            |
| FMFM 3-1, Command and Staff   | 3002.05.05   | 3010.05.05 |            |            |
| FMFM 4-1, Combat Service Support Operations   | 3002.05.01   | 3002.05.02 | 3002.05.03 | 3002.05.04 |
|   | 3002.05.05   | 3002.25.01 | 3002.25.02 | 3002.45.01 |
|   | 3010.05.01   | 3010.05.02 | 3010.05.03 | 3010.05.04 |

| REFERENCES   | TASK NUMBERS |            |            |            |
|--|--------------|------------|------------|------------|
|  | 3010.05.05   | 3010.25.01 | 3010.25.02 | 3043.25.01 |
|  | 3043.45.01   | 3051.27.10 | 3051.27.14 | 3051.43.01 |
|  | 3051.43.02   | 3051.47.04 | 3052.43.03 |            |
| FMFM 4-2, Amphibious Embarkation   | 3051.07.03   | 3051.23.02 | 3051.27.11 | 3051.27.14 |
|  | 3051.43.01   | 3051.43.02 | 3052.22.11 |            |
| GSA CONTRACT, GSA CONTRACT NUMBER 23F94031   | 3043.02.14   |            |            |            |
| IATA, International Air Transportation Association   | 3052.01.01   | 3052.22.06 | 3052.27.01 | 3052.27.03 |
| ICAO, International Civil Aviation Organization  | 3052.01.01   | 3052.22.06 | 3052.27.01 | 3052.27.03 |
| IMDG, International Maritime Dangerous Goods   | 3052.01.01   | 3052.22.06 | 3052.27.01 | 3052.27.03 |
| JAGINST 5800.7C, Judge Advocate General Manual   | 3043.41.12   |            |            |            |
| JOINT PUB 3-0, Doctrine for Joint Operations   | 3002.25.02   | 3010.25.02 |            |            |
| JOINT PUB 4-0, Doctrine for Logistics Support of Joint Operations  | 3002.25.02   | 3010.25.02 |            |            |
| JOINT PUB 5-3.1, Joint Operation Planning and Execution System, Vol. I (Planning, Policy & Procedures)                       | 3002.05.02   | 3002.25.02 | 3002.45.01 | 3010.05.02 |
|  | 3010.25.02   |            |            |            |
| JOINT PUB 5-3.2, Joint Operation Planning and Execution System, Vol. 2   | 3002.05.02   | 3002.45.01 | 3010.05.02 |            |
| MCBUL 10110, Annual Meal Rates Bulletin  | 3002.04.07   | 3010.04.07 |            |            |
| MCBUL 10120, Clothing Allowance for Enlisted Personnel   | 3043.24.06   | 3043.24.07 |            |            |
| MCBUL 3000 SERIES, Table of MARES Reportable Equipment   | 3043.41.16   | 3043.44.07 | 3043.47.01 |            |
| MCO 10110.40_, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations | 3002.03.02   | 3002.04.07 | 3010.03.02 | 3010.04.07 |
|  | 3043.24.04   | 3051.24.01 |            |            |
| MCO 10120, Marine Corps Clothing Regulations   | 3051.05.08   | 3051.06.07 | 3051.24.03 |            |
| MCO 11240.106_, Garrison Mobile Equipment  | 3010.10.02   | 3010.10.03 | 3010.10.04 |            |
| MCO 1510.73_, Individual Training Standards for OccField 30XX  | 3043.44.05   | 3051.47.02 |            |            |

MCO 1510.73C  
DRAFT

| REFERENCES   | TASK NUMBERS                           |  |                          |                          |
|--|--|--|--------------------------|--------------------------|
| MCO 1533.6, DEV MGT ACQUISITION ICW COR INTR                             | 3043.41.17                             |  |                          |                          |
| MCO 1553.3, Marine Corps Unit Training Management                        | 3002.04.12<br>3051.47.02               | 3010.04.12                             | 3043.24.09               | 3043.44.05               |
| MCO 1610.12, USMC Counseling Program                                     | 3043.24.09                             | 3043.44.05                             | 3051.47.02               |                          |
| MCO 2410.2_, Electromagnetic Environmental                               | 3002.07.04                             | 3002.46.02                             | 3010.06.05               | 3010.07.04               |
| MCO 4225.2_, Musical Instruments Accy Account                            | 3043.41.17                             |  |                          |                          |
| MCO 4340.1_, Reporting Missing/Lost/Stolen/Recovered Government Property | 3002.04.05                             | 3010.04.05                             | 3043.21.11               | 3043.41.14               |
| MCO 4400.154, Religious Ministry Supplies and Equipment                  | 3043.41.17                             |  |                          |                          |
| MCO 4400.16_, Uniform Material Movement Issue and Priority System        | 3002.02.02<br>3010.25.01<br>3043.42.01 | 3002.25.01<br>3043.02.02<br>3043.45.01 | 3002.45.01<br>3043.22.02 | 3010.02.02<br>3043.25.01 |
| MCO 4400.170, Control and Accounting for Petroleum and Related Prod      | 3043.41.09                             |  |                          |                          |
| MCO 4400.172_, Table of Equipment Allowance Change                       | 3043.41.03                             |  |                          |                          |
| MCO 5104.3, Radiation Safety Program                                     | 3002.07.05                             | 3010.07.05                             |                          |                          |
| MCO 5212.5_, Records Disposition Manual                                  | 3002.03.04                             | 3010.03.04                             |                          |                          |
| MCO 5311.1, Table of Organization and Equipment Allowance Change         | 3043.01.01<br>3043.21.03               | 3043.01.02<br>3043.41.01               | 3043.21.01<br>3043.41.02 | 3043.21.02               |
| MCO 5370.3_, Standards of Conduct & Government Ethics                    | 3044.01.13                             |  |                          |                          |
| MCO 8010.1_, Class V(W) Supply   | 3043.24.05                             |  |                          |                          |
| MCO 8020.10, USMC Ammunition and Explosive Safety Policy                 | 3002.04.06                             | 3010.04.06                             |                          |                          |
| MCO 8300.1_, USMC Serialized Control of Small Arms System                | 3002.01.12<br>3043.44.06               | 3010.01.12                             | 3043.21.08               | 3043.41.13               |
| MCO 8373.2_, Authorized Allowance Maintenance & Accounting Rifle/Pistol  | 3043.41.17                             |  |                          |                          |
| MCO P10110.14_, Food Service Standard Operating Procedures               | 3002.04.07                             | 3010.04.07                             | 3043.24.02               | 3043.24.04               |

Appendix A to  
ENCLOSURE (5)

| REFERENCES  | TASK NUMBERS   |  |  |  |
|---|--|--|--|--|
| MCO P10120.28_, Individual Clothing Regulations   | 3002.04.10   | 3010.04.10   | 3043.24.06   | 3043.24.07   |
| MCO P10120.34_, Clothing/Textile Requirement Data                                       | 3043.24.06   | 3043.24.07   |  |  |
| MCO P11000.11_, Real Property Facility Manual, Vol. VIII                                | 3002.07.05   | 3010.07.05   |  |  |
| MCO P1700.27, MWR Policy Manual   | 3043.21.10   |  |  |  |
| MCO P3000.11_, Marine Corps Automated Readiness Evaluation System (MARES) Policy Manual | 3043.41.16   |  |  |  |
| MCO P3000.13_, USMC SORTS Standard Operating Procedures                                 | 3043.41.16   |  |  |  |
| MCO P3000.18, Marine Corps Planner's Manual   | 3002.05.05<br>3010.09.03<br>3043.45.03   | 3002.25.02<br>3010.25.02<br>3043.45.04   | 3002.45.02<br>3043.25.02<br>3051.47.03   | 3010.05.05<br>3043.45.02   |
| MCO P3040.4_, Marine Corps Casualty Processing Manual                                   | 3043.24.03   | 3043.44.04   | 3051.24.02   |  |
| MCO P4030.19_, Preparation of Hazardous Material for Military Air Shipments             | 3052.01.01   | 3052.22.06   | 3052.27.01   |  |
| MCO P4030.21_, Packaging Material Packing, Vol. II                                      | 3051.02.02<br>3052.05.29<br>3052.06.01<br>3052.06.05<br>3052.07.03<br>3052.22.07<br>3052.42.01   | 3051.02.03<br>3052.05.30<br>3052.06.02<br>3052.06.06<br>3052.07.07<br>3052.24.01<br>3052.43.01   | 3051.07.03<br>3052.05.31<br>3052.06.03<br>3052.07.01<br>3052.22.03<br>3052.24.02<br>3052.43.02   | 3051.25.04<br>3052.05.34<br>3052.06.04<br>3052.07.02<br>3052.22.04<br>3052.24.03<br>3052.44.01                             |
| MCO P4030.23_, Instructional Guide for Basic Military P&P                               | 3052.22.03   | 3052.22.08   | 3052.23.03   |  |
| MCO P4030.24_, LOG PKG MGT  | 3052.43.01   | 3052.43.02   |  |  |
| MCO P4030.31C, Packaging Material Packing, Vol. I                                       | 3052.05.01<br>3052.05.05<br>3052.05.09<br>3052.05.13<br>3052.05.18<br>3052.05.22<br>3052.05.26<br>3052.05.31<br>3052.24.01<br>3052.43.01 | 3052.05.02<br>3052.05.06<br>3052.05.10<br>3052.05.14<br>3052.05.19<br>3052.05.23<br>3052.05.27<br>3052.05.34<br>3052.24.02<br>3052.43.02 | 3052.05.03<br>3052.05.07<br>3052.05.11<br>3052.05.16<br>3052.05.20<br>3052.05.24<br>3052.05.28<br>3052.06.07<br>3052.42.01<br>3052.44.01 | 3052.05.04<br>3052.05.08<br>3052.05.12<br>3052.05.17<br>3052.05.21<br>3052.05.25<br>3052.05.29<br>3052.22.03<br>3052.42.04 |
| MCO P4030.31D, Packing Material Preservation, Vol. I                                    | 3052.05.01<br>3052.05.06<br>3052.05.10<br>3052.05.14   | 3052.05.02<br>3052.05.07<br>3052.05.11<br>3052.05.16   | 3052.05.03<br>3052.05.08<br>3052.05.12<br>3052.05.17   | 3052.05.05<br>3052.05.09<br>3052.05.13<br>3052.05.18   |

| REFERENCES   | TASK NUMBERS |            |            |            |
|--|--------------|------------|------------|------------|
|  | 3052.05.19   | 3052.05.20 | 3052.05.21 | 3052.05.22 |
|  | 3052.05.23   | 3052.05.24 | 3052.05.25 | 3052.05.26 |
|  | 3052.05.27   | 3052.05.28 | 3052.05.29 | 3052.05.34 |
| MCO P4030.36_, USMC Packaging Manual                               | 3052.05.01   | 3052.05.15 | 3052.05.29 | 3052.05.30 |
|  | 3052.05.31   | 3052.07.06 | 3052.22.03 | 3052.22.07 |
|  | 3052.22.08   | 3052.23.03 | 3052.42.01 | 3052.43.01 |
|  | 3052.43.02   |            |            |            |
| MCO P4050.38_, Personal Effects and Baggage Manual                 | 3002.04.08   | 3010.04.08 | 3043.24.03 | 3043.44.04 |
|  | 3051.24.02   | 3051.24.03 |            |            |
| MCO P4200.15_, USMC Purchasing Procedures Manual                   | 3002.03.09   | 3002.03.10 | 3002.03.11 | 3002.04.04 |
|  | 3002.05.05   | 3010.03.09 | 3010.03.10 | 3010.03.11 |
|  | 3010.04.04   | 3010.05.05 | 3043.02.14 | 3043.44.03 |
| MCO P4400.105_, Radioactive Commodities DoD System                 | 3002.07.05   | 3010.07.05 | 3010.10.02 |            |
| MCO P4400.150_, Consumer Level Supply Manual                       | 3002.01.01   | 3002.01.03 | 3002.01.05 | 3002.01.06 |
|  | 3002.01.07   | 3002.01.08 | 3002.01.09 | 3002.01.10 |
|  | 3002.01.11   | 3002.01.12 | 3002.01.13 | 3002.01.14 |
|  | 3002.01.15   | 3002.01.16 | 3002.01.17 | 3002.01.18 |
|  | 3002.02.01   | 3002.02.02 | 3002.02.03 | 3002.02.05 |
|  | 3002.03.13   | 3002.04.01 | 3002.04.02 | 3002.04.04 |
|  | 3002.04.05   | 3002.04.07 | 3002.04.08 | 3002.04.09 |
|  | 3002.04.12   | 3002.04.13 | 3002.05.03 | 3002.25.01 |
|  | 3002.45.01   | 3010.01.01 | 3010.01.03 | 3010.01.05 |
|  | 3010.01.06   | 3010.01.07 | 3010.01.08 | 3010.01.09 |
|  | 3010.01.10   | 3010.01.11 | 3010.01.12 | 3010.01.13 |
|  | 3010.01.14   | 3010.01.15 | 3010.01.16 | 3010.01.17 |
|  | 3010.01.18   | 3010.02.01 | 3010.02.02 | 3010.02.03 |
|  | 3010.02.05   | 3010.03.13 | 3010.04.01 | 3010.04.02 |
|  | 3010.04.04   | 3010.04.05 | 3010.04.07 | 3010.04.08 |
|  | 3010.04.09   | 3010.04.12 | 3010.04.13 | 3010.05.03 |
|  | 3010.06.04   | 3010.25.01 | 3043.01.01 | 3043.01.02 |
|  | 3043.01.03   | 3043.01.04 | 3043.01.05 | 3043.01.06 |
|  | 3043.01.08   | 3043.01.09 | 3043.01.10 | 3043.01.11 |
|  | 3043.01.12   | 3043.02.02 | 3043.02.03 | 3043.02.06 |
|  | 3043.02.09   | 3043.04.01 | 3043.21.01 | 3043.21.02 |
|  | 3043.21.03   | 3043.21.05 | 3043.21.06 | 3043.21.07 |
|  | 3043.21.09   | 3043.21.10 | 3043.21.12 | 3043.22.01 |
|  | 3043.22.02   | 3043.22.04 | 3043.22.05 | 3043.24.02 |
|  | 3043.24.05   | 3043.24.08 | 3043.24.09 | 3043.26.08 |
|  | 3043.26.11   | 3043.41.01 | 3043.41.02 | 3043.41.03 |
|  | 3043.41.04   | 3043.41.05 | 3043.41.06 | 3043.41.07 |
|  | 3043.41.08   | 3043.41.09 | 3043.41.10 | 3043.41.12 |
|  | 3043.42.01   | 3043.42.02 | 3043.42.04 | 3043.42.09 |
|  | 3043.44.01   | 3043.44.02 | 3043.44.03 | 3043.44.05 |
|  | 3043.44.06   | 3043.44.07 | 3043.47.01 | 3051.05.02 |
|  | 3051.06.02   | 3051.06.03 | 3051.06.05 | 3051.27.03 |
|  | 3051.47.02   |            |            |            |
| MCO P4400.151_, Intermediate Level Supply Management Policy Manual | 3002.01.06   | 3002.06.01 | 3002.06.02 | 3002.26.01 |
|  | 3002.26.02   | 3002.26.07 | 3002.26.08 | 3002.46.02 |
|  | 3010.01.06   | 3010.06.01 | 3010.06.03 | 3010.06.05 |





| REFERENCES  | TASK NUMBERS   |  |  |  |
|---|--|--|--|--|
| MCO P5600.31_, Marine Corps Publications and Printing Regulations   | 3002.04.11   | 3010.04.11   | 3043.04.02   | 3043.24.01   |
| MCO P7000.14_, Marine Corps Cost Factor Manual  | 3002.03.09<br>3010.03.10   | 3002.03.10<br>3010.03.11   | 3002.03.11   | 3010.03.09   |
| MCO P7100.8_, Field Budget Guidance Manual  | 3002.03.01<br>3002.03.05<br>3010.03.02<br>3010.03.06<br>3052.21.01 | 3002.03.02<br>3002.03.06<br>3010.03.03<br>3010.03.07               | 3002.03.03<br>3002.03.07<br>3010.03.04<br>3043.43.01 | 3002.03.04<br>3010.03.01<br>3010.03.05<br>3043.43.02 |
| MCO P7300.21, SABRS Financial Procedures Manual   | 3002.03.01<br>3002.03.10<br>3010.03.02<br>3010.03.11<br>3043.23.01 | 3002.03.02<br>3002.03.11<br>3010.03.04<br>3010.03.12<br>3043.23.02 | 3002.03.04<br>3002.03.12<br>3010.03.09<br>3043.03.01 | 3002.03.09<br>3010.03.01<br>3010.03.10<br>3043.03.02 |
| MCO P7301.104, Accounting under the appropriation "Military Personnel Marine Corps" and "Reserve Personnel, Marine Corps" | 3043.41.16   | 3043.43.04   |  |  |
| MCO P8011.4_, USMC Table of Allowance for Ammunition  | 3002.04.06   | 3010.04.06   | 3043.24.05   |  |
| MCRP 3-OA, Unit Training Management Guide   | 3002.04.12   | 3010.04.12   |  |  |
| MCRP 3-OB, How to Conduct Training  | 3002.04.12   | 3010.04.12   |  |  |
| MIL HDBK 263_, Electrostatic Discharge Control handbook for Protection of Electrical and Electronic Parts                 | 3052.05.32   |  |  |  |
| MIL HDBK 773, Military Handbook, Electrostatic Discharge Protective Packaging   | 3052.05.32   |  |  |  |
| MIL STD 129, Military Standard Marking for Shipment and Storage   | 3051.03.03<br>3052.07.04<br>3052.27.01                             | 3051.03.04<br>3052.07.05<br>3052.27.02                             | 3051.03.05<br>3052.07.06<br>3052.43.01               | 3051.25.04<br>3052.22.07<br>3052.43.02               |
| MIL STD 1686, Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies       | 3052.05.32   |  |  |  |
| MIL STD 2073.1C, Standard Practice for Military Packing   | 3052.05.01<br>3052.05.34<br>3052.43.01                             | 3052.05.02<br>3052.06.07<br>3052.43.02                             | 3052.05.16<br>3052.23.03                             | 3052.05.27<br>3052.23.04                             |
| MIL STD 2073.1D, Standard Practice for Military Packing   | 3052.05.16   |  |  |  |
| MIL STD 2731_, Standard Practice for Military Packing   | 3051.02.02   |  |  |  |

Appendix A to  
ENCLOSURE (5)

| REFERENCES   | TASK NUMBERS |            |            |            |
|--|--------------|------------|------------|------------|
| NAPS, Naval Acquisition Procedures Supplement  | 3044.01.01   | 3044.01.03 | 3044.01.04 | 3044.01.06 |
|  | 3044.01.07   | 3044.01.08 | 3044.01.09 | 3044.01.10 |
|  | 3044.01.11   | 3044.01.12 | 3044.01.13 | 3044.02.02 |
|  | 3044.02.03   | 3044.02.04 | 3044.02.05 | 3044.02.06 |
|  | 3044.02.07   | 3044.04.01 | 3044.04.02 | 3044.04.03 |
|  | 3044.04.04   | 3044.04.05 | 3044.04.06 | 3044.04.07 |
|  | 3044.04.09   | 3044.05.01 | 3044.05.02 | 3044.05.03 |
|  | 3044.05.04   | 3044.05.05 | 3044.05.06 | 3044.05.07 |
| NAT-120-001, NATURAL Users Manual  | 3010.26.07   |            |            |            |
| NAT-120-060, NATURAL Error Messages Manual Version 1.2   | 3010.26.07   |            |            |            |
| NAVSEA TM S0410-AA-RAD-010, Radiological Affairs Safety Program Manual                                   | 3002.07.05   | 3010.07.05 |            |            |
| NAVSUP, Naval Supply Manual  | 3044.04.01   |            |            |            |
| NAVSUPINST 4200.85_, Dept of Navy Simplified Acquisition Procedures                                      | 3044.01.01   | 3044.01.03 | 3044.01.04 | 3044.01.06 |
|  | 3044.01.07   | 3044.01.08 | 3044.01.09 | 3044.01.10 |
|  | 3044.01.11   | 3044.01.12 | 3044.01.13 | 3044.02.02 |
|  | 3044.02.03   | 3044.02.04 | 3044.02.05 | 3044.02.06 |
|  | 3044.02.07   | 3044.04.01 | 3044.04.02 | 3044.04.03 |
|  | 3044.04.04   | 3044.04.05 | 3044.04.06 | 3044.04.07 |
|  | 3044.04.09   | 3044.05.01 | 3044.05.02 | 3044.05.03 |
|  | 3044.05.04   | 3044.05.05 | 3044.05.06 | 3044.05.07 |
| OH 1-5, Maritime Prepositioning Force (MPF) Operations   | 3002.05.02   | 3002.05.05 | 3002.25.01 | 3002.45.01 |
|  | 3010.05.02   | 3010.05.05 | 3010.25.01 |            |
| OH 4-1, Operator Handbook for Logistics  | 3002.05.01   | 3002.05.02 | 3002.05.05 | 3002.25.01 |
|  | 3002.45.01   | 3010.05.01 | 3010.05.02 | 3010.05.05 |
|  | 3010.08.01   | 3010.25.01 |            |            |
| OPNAV 4790.2_, The Naval Aviation Maintenance Program  | 3043.41.17   |            |            |            |
| OPNAV 5090.1_, Environmental and Material Resources Protection Manual                                    | 3010.10.04   |            |            |            |
| OPNAV 8020.13, Certification & Identification of Inert Ordnance for Display, Training and other purposes | 3043.24.05   |            |            |            |
| OSHA MANUAL, Occupational Safety and Health Agency Manual  | 3002.07.02   | 3010.07.02 | 3052.22.06 |            |
| PPP B 601, Federal Specifications for Box, Wood, Cleated-Plywood   | 3052.24.01   |            |            |            |
| PPP B 621, Federal Specifications for Box, Wood, Nailed and Lock-Corner                                  | 3052.24.01   |            |            |            |

| REFERENCES   | TASK NUMBERS                           |  |                          |                          |
|--|--|--|--------------------------|--------------------------|
| SABRS USER MANUAL, Standard Accounting, Budgeting, and Reporting System (SABRS) Manual                   | 3002.03.01<br>3043.23.01               | 3010.03.01<br>3043.23.02               | 3043.03.01<br>3052.42.03 | 3043.03.02               |
| SAT USER'S GUIDE, Systems Approach to Training   | 3002.04.12<br>3051.47.02               | 3010.04.12                             | 3043.24.09               | 3043.44.05               |
| SECNAVINST 4355.18, Reporting of Items and Packaging Discrepancies                                       | 3002.02.06                             | 3010.02.06                             | 3043.02.10               | 3043.22.06               |
| SECNAVINST 5215.1_, Department of Navy Directives Issuance System  | 3043.24.09                             |  |                          |                          |
| SECNAVINST 5215.5, Records Retention and Disposition   | 3002.04.01<br>3010.04.01<br>3043.44.05 | 3002.04.02<br>3010.04.02<br>3051.47.02 | 3002.04.03<br>3010.04.03 | 3002.04.04<br>3010.04.04 |
| SECNAVINST 5216.5_, Correspondence Manual  | 3002.04.01<br>3043.24.09<br>3051.44.01 | 3002.04.02<br>3043.44.05<br>3051.47.02 | 3010.04.01<br>3044.01.10 | 3010.04.02<br>3051.21.03 |
| SECNAVINST 5370.2_, Standards of Conduct and Government Ethics   | 3044.01.13                             |  |                          |                          |
| SECNAVINST 5500.4_, Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property          | 3002.04.05                             | 3010.04.05                             | 3043.21.11               | 3043.41.14               |
| SI 4400-15/1_, Marine Corps Supply Instructions  | 3002.07.04                             | 3002.46.02                             | 3010.06.05               | 3010.07.04               |
| SR-20-30-10, ROSCOE Terminal User Guide  | 3010.26.07                             |  |                          |                          |
| SR-20-30-20, ROSCOE Command Reference Manual   | 3010.26.07                             |  |                          |                          |
| SRQO-20-20, ROSCOE Handbook  | 3010.26.07                             |  |                          |                          |
| TI 4400-15/1, Packaging, Handling, Storage and Transportation of Electrostatic Discharge Sensitive Items | 3002.07.04                             | 3002.46.02                             | 3010.06.05               | 3010.07.04               |
| TM 4700-15/1, Equipment Recording Procedure  | 3043.42.07                             | 3051.22.03                             | 3051.22.04               |                          |
| TM 9406-15, Grounding Procedures   | 3002.07.04                             | 3010.07.04                             |                          |                          |
| TM 9999-15/1, ESD Awareness Electro-Static Discharge   | 3002.07.04                             | 3010.07.04                             |                          |                          |
| TM 9999-15/2, Electrostatic Discharge (ESD) Management   | 3002.07.04                             | 3002.46.02                             | 3010.07.04               |                          |
| UM 4140-150, Stratification Users Manual   | 3043.26.04                             |  |                          |                          |

Appendix A to  
ENCLOSURE (5)

| REFERENCES  | TASK NUMBERS |            |            |            |
|---|--------------|------------|------------|------------|
| UM 4400-60, Material Returns Program                    | 3002.26.02   | 3010.11.08 | 3010.26.02 | 3010.29.02 |
|   | 3043.24.09   | 3043.26.07 | 3043.44.05 | 3043.44.06 |
|   | 3043.46.02   | 3051.47.02 |            |            |
| UM 4400-71, Data Control                                | 3002.26.01   | 3010.10.02 | 3010.10.03 | 3010.10.04 |
|   | 3010.10.06   | 3010.26.01 |            |            |
| UM 4400.120, Asset Tracking for Logistics Supply System | 3002.01.01   | 3002.01.05 | 3002.01.06 | 3002.01.07 |
|   | 3002.01.10   | 3002.01.11 | 3002.01.14 | 3002.01.15 |
|   | 3002.01.18   | 3002.02.01 | 3002.02.02 | 3002.02.03 |
|   | 3002.02.04   | 3002.02.07 | 3002.04.13 | 3010.01.01 |
|   | 3010.01.05   | 3010.01.06 | 3010.01.07 | 3010.01.10 |
|   | 3010.01.11   | 3010.01.14 | 3010.01.15 | 3010.01.18 |
|   | 3010.02.01   | 3010.02.02 | 3010.02.03 | 3010.02.04 |
|   | 3010.02.07   | 3010.04.13 | 3010.08.01 | 3010.08.02 |
|   | 3010.08.05   | 3010.08.06 | 3043.01.01 | 3043.01.02 |
|   | 3043.01.03   | 3043.01.04 | 3043.01.05 | 3043.01.06 |
|   | 3043.01.07   | 3043.01.08 | 3043.01.10 | 3043.01.11 |
|   | 3043.02.02   | 3043.02.03 | 3043.02.04 | 3043.02.05 |
|   | 3043.02.06   | 3043.02.07 | 3043.02.08 | 3043.02.09 |
|   | 3043.02.11   | 3043.02.13 | 3043.04.01 | 3043.21.03 |
|   | 3043.21.04   | 3043.21.05 | 3043.21.06 | 3043.21.10 |
|   | 3043.21.13   | 3043.22.01 | 3043.22.02 | 3043.22.03 |
|   | 3043.22.04   | 3043.22.05 | 3043.24.10 | 3043.24.11 |
|   | 3043.24.12   | 3043.26.08 | 3043.41.04 | 3043.41.05 |
|   | 3043.41.06   | 3043.41.07 | 3043.41.08 | 3043.41.09 |
|   | 3043.41.11   | 3043.41.16 | 3043.42.01 | 3043.42.02 |
|   | 3043.42.03   | 3043.42.04 | 3043.42.05 | 3043.42.06 |
|   | 3043.42.07   | 3043.42.08 | 3043.44.06 | 3043.44.07 |
|   | 3043.44.08   | 3051.03.07 | 3051.04.03 | 3051.07.05 |
|   | 3051.22.03   | 3051.24.04 |            |            |
| UM 4400.123, FMF SASSY Management Unit Procedures       | 3002.01.04   | 3002.01.05 | 3002.02.05 | 3002.02.06 |
|   | 3002.06.01   | 3002.06.02 | 3002.26.01 | 3002.26.02 |
|   | 3002.26.03   | 3002.26.04 | 3002.26.05 | 3002.26.06 |
|   | 3002.26.07   | 3002.26.08 | 3002.26.09 | 3002.46.01 |
|   | 3002.46.02   | 3010.01.04 | 3010.01.05 | 3010.02.05 |
|   | 3010.02.06   | 3010.06.01 | 3010.06.02 | 3010.06.03 |
|   | 3010.06.04   | 3010.06.05 | 3010.08.01 | 3010.08.02 |
|   | 3010.08.03   | 3010.09.01 | 3010.09.02 | 3010.10.01 |
|   | 3010.10.03   | 3010.10.04 | 3010.10.05 | 3010.10.06 |
|   | 3010.10.07   | 3010.11.01 | 3010.11.02 | 3010.11.03 |
|   | 3010.11.04   | 3010.11.05 | 3010.11.06 | 3010.11.07 |
|   | 3010.11.08   | 3010.26.01 | 3010.26.02 | 3010.26.03 |
|   | 3010.26.04   | 3010.26.05 | 3010.26.06 | 3010.26.08 |
|   | 3010.26.09   | 3010.29.01 | 3010.29.02 | 3010.29.03 |
|   | 3043.02.01   | 3043.02.03 | 3043.02.05 | 3043.02.06 |
|   | 3043.02.07   | 3043.02.08 | 3043.02.10 | 3043.02.11 |
|   | 3043.02.13   | 3043.21.04 | 3043.22.01 | 3043.22.03 |
|   | 3043.22.05   | 3043.22.06 | 3043.24.09 | 3043.24.11 |
|   | 3043.26.01   | 3043.26.02 | 3043.26.03 | 3043.26.06 |
|   | 3043.26.07   | 3043.26.09 | 3043.26.10 | 3043.26.11 |
|   | 3043.28.01   | 3043.28.02 | 3043.28.03 | 3043.28.04 |
|   | 3043.28.05   | 3043.28.06 | 3043.28.07 | 3043.28.08 |
|   | 3043.41.09   | 3043.41.15 | 3043.41.16 | 3043.42.02 |
|   | 3043.42.05   | 3043.42.06 | 3043.44.05 | 3043.44.06 |

| REFERENCES                               | TASK NUMBERS |            |            |            |
|--|--------------|------------|------------|------------|
|  | 3043.45.03   | 3043.46.01 | 3043.46.02 | 3043.46.03 |
|  | 3043.46.06   | 3043.46.07 | 3043.47.01 | 3051.02.01 |
|  | 3051.03.05   | 3051.03.06 | 3051.03.07 | 3051.03.09 |
|  | 3051.04.01   | 3051.04.02 | 3051.04.03 | 3051.05.02 |
|  | 3051.05.03   | 3051.05.04 | 3051.05.05 | 3051.05.07 |
|  | 3051.05.09   | 3051.05.10 | 3051.05.11 | 3051.06.01 |
|  | 3051.07.02   | 3051.22.02 | 3051.24.04 | 3051.25.01 |
|  | 3051.25.03   | 3051.25.04 | 3051.26.01 | 3051.27.01 |
|  | 3051.27.04   | 3051.27.05 | 3051.27.06 | 3051.27.07 |
|  | 3051.47.02   | 3052.22.02 | 3052.22.05 | 3052.42.02 |
| UM 4400.124, SASSY Using Unit Procedures | 3002.01.01   | 3002.01.03 | 3002.01.05 | 3002.01.06 |
|  | 3002.01.07   | 3002.01.11 | 3002.01.13 | 3002.01.14 |
|  | 3002.01.15   | 3002.01.16 | 3002.01.18 | 3002.02.01 |
|  | 3002.02.02   | 3002.02.03 | 3002.02.04 | 3002.02.05 |
|  | 3002.02.06   | 3002.02.07 | 3002.03.09 | 3002.03.10 |
|  | 3002.03.11   | 3002.03.13 | 3002.04.01 | 3002.04.02 |
|  | 3002.04.03   | 3002.04.04 | 3002.04.06 | 3002.04.13 |
|  | 3002.05.03   | 3002.05.05 | 3002.05.06 | 3002.07.01 |
|  | 3002.25.01   | 3002.26.09 | 3002.45.01 | 3010.01.01 |
|  | 3010.01.03   | 3010.01.05 | 3010.01.06 | 3010.01.07 |
|  | 3010.01.11   | 3010.01.13 | 3010.01.14 | 3010.01.15 |
|  | 3010.01.16   | 3010.01.18 | 3010.02.01 | 3010.02.02 |
|  | 3010.02.03   | 3010.02.04 | 3010.02.05 | 3010.02.06 |
|  | 3010.02.07   | 3010.03.09 | 3010.03.10 | 3010.03.11 |
|  | 3010.03.13   | 3010.04.01 | 3010.04.02 | 3010.04.03 |
|  | 3010.04.04   | 3010.04.06 | 3010.04.13 | 3010.05.03 |
|  | 3010.05.05   | 3010.05.06 | 3010.07.01 | 3010.08.06 |
|  | 3010.10.02   | 3010.25.01 | 3010.26.06 | 3010.27.01 |
|  | 3043.01.01   | 3043.01.02 | 3043.01.03 | 3043.01.04 |
|  | 3043.01.05   | 3043.01.06 | 3043.01.07 | 3043.01.08 |
|  | 3043.01.09   | 3043.01.10 | 3043.01.11 | 3043.01.12 |
|  | 3043.02.01   | 3043.02.02 | 3043.02.03 | 3043.02.04 |
|  | 3043.02.05   | 3043.02.06 | 3043.02.07 | 3043.02.08 |
|  | 3043.02.09   | 3043.02.10 | 3043.02.11 | 3043.02.13 |
|  | 3043.03.02   | 3043.04.01 | 3043.21.03 | 3043.21.04 |
|  | 3043.21.05   | 3043.21.06 | 3043.21.07 | 3043.21.09 |
|  | 3043.21.10   | 3043.21.12 | 3043.21.13 | 3043.22.01 |
|  | 3043.22.02   | 3043.22.03 | 3043.22.04 | 3043.22.05 |
|  | 3043.22.06   | 3043.23.02 | 3043.24.02 | 3043.24.04 |
|  | 3043.24.08   | 3043.24.09 | 3043.24.11 | 3043.24.12 |
|  | 3043.26.08   | 3043.41.04 | 3043.41.05 | 3043.41.06 |
|  | 3043.41.07   | 3043.41.08 | 3043.41.09 | 3043.41.10 |
|  | 3043.41.11   | 3043.41.12 | 3043.41.16 | 3043.42.01 |
|  | 3043.42.02   | 3043.42.03 | 3043.42.04 | 3043.42.05 |
|  | 3043.42.06   | 3043.42.07 | 3043.42.08 | 3043.42.09 |
|  | 3043.44.01   | 3043.44.02 | 3043.44.03 | 3043.44.05 |
|  | 3043.44.06   | 3043.44.07 | 3043.44.08 | 3043.47.01 |
|  | 3051.02.01   | 3051.02.05 | 3051.03.05 | 3051.03.06 |
|  | 3051.04.01   | 3051.04.03 | 3051.04.04 | 3051.04.05 |
|  | 3051.05.01   | 3051.05.02 | 3051.05.03 | 3051.05.04 |
|  | 3051.05.05   | 3051.05.06 | 3051.05.07 | 3051.05.09 |
|  | 3051.05.10   | 3051.05.11 | 3051.06.02 | 3051.06.04 |
|  | 3051.06.05   | 3051.06.06 | 3051.07.02 | 3051.22.02 |
|  | 3051.22.03   | 3051.22.04 | 3051.25.01 | 3051.25.02 |

| REFERENCES                                | TASK NUMBERS |            |            |            |
|---|--------------|------------|------------|------------|
|   | 3051.25.03   | 3051.26.01 | 3051.27.01 | 3051.27.05 |
|   | 3051.27.06   | 3051.27.07 | 3051.47.02 | 3052.22.05 |
|   | 3052.42.02   |            |            |            |
| UM 4400.15, Organic Property Control      | 3002.01.11   | 3002.02.02 | 3002.02.05 | 3002.03.09 |
|   | 3002.03.10   | 3002.03.11 | 3002.03.13 | 3002.04.01 |
|   | 3002.04.02   | 3002.04.03 | 3002.04.04 | 3002.04.06 |
|   | 3002.04.13   | 3010.01.11 | 3010.02.02 | 3010.02.05 |
|   | 3010.03.09   | 3010.03.10 | 3010.03.11 | 3010.03.13 |
|   | 3010.04.01   | 3010.04.02 | 3010.04.03 | 3010.04.04 |
|   | 3010.04.06   | 3010.04.13 | 3043.01.01 | 3043.01.02 |
|   | 3043.01.05   | 3043.01.06 | 3043.01.07 | 3043.01.11 |
|   | 3043.01.12   | 3043.02.02 | 3043.02.08 | 3043.02.09 |
|   | 3043.21.08   | 3043.21.09 | 3043.21.12 | 3043.21.13 |
|   | 3043.22.02   | 3043.24.02 | 3043.24.04 | 3043.24.09 |
|   | 3043.26.07   | 3043.41.06 | 3043.41.07 | 3043.41.08 |
|   | 3043.41.13   | 3043.42.01 | 3043.42.06 | 3043.44.01 |
|   | 3043.44.02   | 3043.44.03 | 3043.44.05 | 3043.44.06 |
|   | 3043.46.02   | 3051.02.01 | 3051.04.05 | 3051.05.06 |
|   | 3051.06.01   | 3051.06.02 | 3051.06.03 | 3051.06.04 |
|   | 3051.06.06   | 3051.06.07 | 3051.07.02 | 3051.24.01 |
|   | 3051.25.02   | 3051.27.01 | 3051.47.02 | 3052.22.10 |
|   | 3052.47.01   |            |            |            |
| UM 4400.76, DSSC Data Entry               | 3002.06.03   | 3043.26.05 |            |            |
| UM 4790.5, MIMMS (AIS) Field Users Manual | 3002.02.01   | 3002.02.04 | 3010.02.01 | 3010.02.04 |
|   | 3043.02.03   | 3043.02.04 | 3043.02.07 | 3043.02.08 |
|   | 3043.02.13   | 3043.22.01 | 3043.22.04 | 3043.42.02 |
|   | 3043.42.03   | 3043.42.04 | 3043.42.06 | 3043.42.07 |
|   | 3043.42.08   | 3043.44.07 | 3051.22.03 |            |

TRAINING MATERIEL

DOES NOT APPLY TO THIS ORDER.



AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

DOES NOT APPLY TO THIS ORDER.

DISTANCE LEARNING PRODUCTS

DOES NOT APPLY TO THIS ORDER.

PERFORMANCE SUPPORT TOOLS

DOES NOT APPLY TO THIS ORDER.

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSs for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).

2. Format. For each ITS, the following elements of information are provided:

a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or billet. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for the appropriate MOS are designated as "CORE." Those advanced skills that are mission, grade, or billet specific are designated as "CORE PLUS."

b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. INITIAL TRAINING SETTING. All ITSs are assigned an initial training setting that includes a specific location for initial instruction [Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" grade (the lowest grade at which task proficiency is required).

f. REFERENCE(S). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

g. TRAINING MATERIEL (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(\*)

h. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

i. DISTANCE LEARNING PRODUCT(S) (Optional). This section includes a list of any currently available or planned DL products designed to provide training related to this task.

j. PERFORMANCE SUPPORT TOOL(S) (Optional). This section includes a list of any currently available or planned PSTs designed to provide training related to this task.

k. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

MOS 3002, GROUND SUPPLY OFFICER

DUTY AREA 01 - PROPERTY ACCOUNTING: LT

TASK: 3002.01.01 (CORE) MANAGE ALLOWANCES

CONDITION(S): Given a Table of Organization (T/O), a Table of Equipment (T/E), Special Allowance/ Command adjustment, authorization letters, Property Accounting Document, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure equipment allowances will be identified and managed on the Property Accounting Document.

PERFORMANCE STEPS:

1. Compute weapons and individual equipment allowances per the T/O.
2. Load all authorized allowances, special allowances and command adjustments to the Property Control Document.
3. Reconcile the Property Control Document with the T/E.
4. Reconcile the Property Control Document, T/E, and MDSSII as required.
5. Direct corrective action is taken on the Property Control Document when required.

INITIAL TRAINING SETTING: FLC Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3002.01.02 (CORE) SUBMIT T/O&E CHANGE REQUESTS

CONDITION(S): Given a requirement to adjust unit allowances, the unit's Table of Organization and Equipment (T/O&E), special allowance authorization, Type 2 authorized allowances, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure the unit's accountable records accurately reflect Type 1 and 2 allowances established by the T/E, unit T/O, special allowances authorization, and Type 2 authorized allowances.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile T/E, T/O, Type 2, and special allowances to quantities listed on the allowance field of the accountable record.

3. Identify discrepancies.
4. Submit T/O&E change requests.
5. Monitor change requests until approved or denied.

INITIAL TRAINING SETTING: FLC Sustainment: 24 Req By: 2ndLt

REFERENCE(S): (NONE)

---

TASK: 3002.01.03 (CORE) MANAGE REDISTRIBUTIONS

CONDITION(S): Given on-hand assets, allowance documents, property control document, access to an automated system with applicable software, and the references.

STANDARD(S): To redistribute excess assets in accordance with the references.

PERFORMANCE STEPS:

1. Validate excess equipment reflected on the property accounting document is actually on hand.
2. Report excess equipment.
3. Submit a request for disposition instructions for controlled items as required.
4. Verify transactions are processed.
5. Verify property accounting document is updated.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
  2. MCO P4400.82\_, MUMMS Control Item Management Manual
  3. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3002.01.04 (CORE) DIRECT DISPOSAL OF DAMAGED OR DETERIORATED SUPPLIES AND EQUIPMENT

CONDITION(S): Given unserviceable material and references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Validate condition of the equipment.
2. Supervise turn-in to the Defense Reutilization Marketing Office, as required.

3. Validate Property Accounting Document has been adjusted as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
  2. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3002.01.05 (CORE) MANAGE CONTROLLED ITEMS

CONDITION(S): Given a requirement to account for controlled items, Property Control Document, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify all items with a Controlled Item Code (CIC) of A through I.
2. Submit requests for disposition instructions for controlled items, as required.
3. Request document number to order deficiencies as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
  2. MCO P4400.82\_, MUMMS Control Item Management Manual
  3. UM 4400.120, Asset Tracking for Logistics Supply System
  4. UM 4400.123, FMF SASSY Management Unit Procedures
  5. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3002.01.06 (CORE) MANAGE THE ROLLBACK OF EXCESS MATERIAL

CONDITION(S): Given excess material to be rolled back and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify excess material to be rolled back.
2. Verify excess material is rolled back.
3. Validate property accounting record is adjusted as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3002.01.07 (CORE) MANAGE THE MAINTENANCE OF RESPONSIBLE OFFICER (RO) ACCOUNTS

CONDITION(S): Given Responsible Officer (RO) accounts, pending transactions, supporting documentation, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify that responsible officers are appointed in writing by the commanding officer.
2. Verify that all RO acceptance letters are on file.
3. Verify that adjustments to RO accounts are processed.
4. Conduct reconciliations with ROs as directed in the references.
5. Resolve any discrepancies with RO accounts.
6. Endorse Requests for Investigation submitted by ROs as required.
7. Direct annual inventories of RO accounts per the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3002.01.08 (CORE) CONDUCT ANNUAL INVENTORY



CONDITION(S): Given a using unit supply account, property control documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure all assets are accounted for on property control documents in accordance with the references.

PERFORMANCE STEPS:

1. Supervise the inventory of on-hand items.
2. Identify variances for all items on the Property Control Documents.
3. Identify all on-hand items that are not listed on the Property Control Document.
4. Conduct causative research for variances as required.
5. Initiate requests for investigative action as required.
6. Report results of inventory to Commanding Officer.
7. Obtain authorization to make adjustments to Property Control Document in accordance with the references.
8. Verify all adjustment transactions are processed.
9. Maintain record of inventory on file in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. MCO P4400.150\_, Consumer Level Supply Manual

---

TASK: 3002.01.09 (CORE) CONDUCT SPOT/CYCLICAL INVENTORY

CONDITION(S): Given a using unit supply account, the Property Control Document, access to an automated system with applicable software and internet connectivity, and the reference.

STANDARD(S): To ensure assets are accounted for in accordance with the references.

PERFORMANCE STEPS:

1. Direct spot inventories of specific TAMCNs for immediate feedback of on-hand accuracy.
2. Direct a cyclic inventory schedule to continually monitor the accountability of assets.
3. Identify variances for selected items between the counts and the Property Control Documents.

4. Conduct causative research for variances as required.
5. Initiate requests for investigative action as required.
6. Report results of inventory to Commanding Officer.
7. Obtain authorization to make adjustments to Property Control Document in accordance with the references.
8. Verify all adjustment transactions are processed.
9. Maintain record of inventory on file in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
  2. MCO P4400.150\_, Consumer Level Supply Manual
- 

TASK: 3002.01.10 (CORE) MAINTAIN MONEY VALUE GAIN/LOSS (MVGL) REPORT

CONDITION(S): Given Money Value Gain/Loss Notices, supporting documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review Money Value Gain/Loss Notices and supporting documentation.
2. Research all computer-generated gains to ascertain cause.
3. Obtain required certification from the Commanding Officer.
4. Verify that Money Value Gain Loss Notice reports are maintained per the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
  2. UM 4400.120, Asset Tracking for Logistics Supply System
- 

TASK: 3002.01.11 (CORE) MANAGE SUBSIDIARY RECORDS/SYSTEMS FOR NON-ISSUED SERIALIZED GEAR

CONDITION(S): Given serialized highly pilferable items and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify serialized and highly pilferable items.
2. Inventory non-issued serialized and highly pilferable items.
3. Complete subsidiary records on all items inventoried per the references.
4. Maintain Sub-Custody Records, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4400.15, Organic Property Control

ADMINISTRATIVE INSTRUCTIONS: A unit may use a CMR account for the warehouse for accountability; however, the supply officer remains responsible for assets in the warehouse.

---

TASK: 3002.01.12 (CORE) MAINTAIN SMALL ARMS REPORT

CONDITION(S): Given a requirement to manage serialized small arms, Property Control Document, Serialized Small Arms Report, supporting documentation, RO account, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure the Serialized Small Arms Report is verified and returned to Naval Surface War-fighting Center Division (NAVSURFWARCENDIV), Crane, Indiana, in accordance with the references.

PERFORMANCE STEPS:

1. Verify the Commanding Officer has appointed an Inventory Officer to conduct the Small Arms inventory.
2. Ensure an inventory is conducted by the Inventory Officer, in accordance with the references.
3. Reconcile variances identified by the Inventory Officer between the counts and the Property Control Documents.
4. Conduct causative research for variances as required.
5. Initiate requests for investigative action as required.
6. Report results of inventory to Commanding Officer.

7. Forward the Serialized Small Arms Report to the Commanding Officer for signature.
8. Submit Serialized Small Arms Report to NAVSURFWARCENDIV, Crane, Indiana, in accordance with the references.
9. Obtain authorization to make adjustments to Property Control Document in accordance with the references, as required.
10. Verify all adjustment transactions are processed as required.
11. Verify that all changes to serialized small arms inventory are reported to NAVSURFWARCENDIV, Crane, Indiana immediately as they occur.
12. Verify that a copy is maintained on-hand, in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. MCO 8300.1\_, USMC Serialized Control of Small Arms System
2. MCO P4400.150\_, Consumer Level Supply Manual

---

TASK: 3002.01.13 (CORE) MANAGE TEMPORARY LOAN FILES

CONDITION(S): Given a requirement for the temporary loan of assets, Equipment Custody Records, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify that proper authorization is provided prior to initiating temporary loans.
2. Verify that temporary loans are issued using Equipment Custody Records.
3. Verify temp loans are returned within required timeframes.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3002.01.14 (CORE PLUS) MANAGE NON-T/E ASSETS

CONDITION(S): Given the requirement to account for non-T/E assets, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with local SOP and the references.

PERFORMANCE STEPS:

1. Account for Garrison Property as required.
2. Account for Morale, Welfare, and Recreation Equipment as required.
3. Account for consumable supplies as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3002.01.15 (CORE) MANAGE THE CONTROL OF INDIVIDUAL EQUIPMENT

CONDITION(S): Given accountable assets, locator decks, individual equipment issue point, Individual Memorandum Receipts, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure all individual equipment is maintained, issued, and accounted for in accordance with the references.

PERFORMANCE STEPS:

1. Maintain adequate issue point security.
2. Verify serviceability of issue point stocks.
3. Verify that all individual equipment is properly issued and subcustodied on Individual Memorandum Receipts (IMR) or appropriate automated system records.
4. Verify that IMRs (or substitute system records) are reconciled with the unit alpha roster on a monthly basis.
5. Conduct inventories as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. Internal Management Control Reference
2. Local SOP

3. MCO P4400.150\_, Consumer Level Supply Manual
4. MCO P4450.7\_, Marine Corps Warehousing Manual
5. UM 4400.120, Asset Tracking for Logistics Supply System
6. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3002.01.16 (CORE) MANAGE SUPPLY RELATED INVESTIGATIONS

CONDITION(S): Given a completed supply related investigation and the references.

STANDARD(S): To ensure investigations are vouchered and adjustments to property control documents made as required in accordance with the references.

PERFORMANCE STEPS:

1. Verify investigation is vouchered.
2. Verify adjustment transactions are processed and vouchered as required.
3. Redline investigations in accordance with the reference.
4. Verify investigations are maintained on file in accordance with the references.
5. Comply with applicable recommendations of the investigating officer that are approved by the Commanding Officer.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3002.01.17 (CORE) ASSIST IN MAINTAINING THE MARINE CORPS GROUND EQUIPMENT RESOURCE REPORTABLE (MCGERR) ITEMS

CONDITION(S): Given maintenance readiness reports, Property Control Document, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure all MCGERR reportable items are on-hand.

PERFORMANCE STEPS:

1. Reconcile the T/E with Marine Corps Bulletin 3000 quarterly.
2. Validate all MCGERR reportable items are on the maintenance readiness report.
3. Review maintenance readiness report for supply related deficiencies.

4. Monitor requisitions for MCGERR items.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
- 

TASK: 3002.01.18 (CORE) ANALYZE PROPERTY ACCOUNTING REPORTS

CONDITION(S): Given mechanized system reports, Property Control Document, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure the property accounting documents are maintained current.

PERFORMANCE STEPS:

1. Review exception reports.
2. Review error reports.
3. Review voucher dumps as required.
4. Review history file reports as required.
5. Reconcile discrepancies between the mechanized system reports and the Property Control Documents.
6. Take corrective action as required, in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures

DUTY AREA 02 - REQUISITIONING: LT

TASK: 3002.02.01 (CORE) MANAGE PROCESSING OF ADDITIONAL DEMANDS

CONDITION(S): Given an additional demand, requirements to repair/replace components of end items, maintenance order, maintenance part request, SL-3/4 as applicable, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure additional demands are processed per the references.

PERFORMANCE STEPS:

1. Verify that technical research has been conducted.
2. Verify that additional demands have been accurately processed.
3. Verify that maintenance orders have been appropriately approved and opened.
4. Verify that maintenance part requests have been accurately processed.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4790.5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Maintenance Order - ERO (Equipment Repair Order)  
Maintenance Part Request - EROSL (Equipment Repair Order Shopping List)

---

TASK: 3002.02.02 (CORE) MANAGE UNIFORM MOVEMENT ISSUE AND PRIORITY SYSTEM

CONDITION(S): Given a Document Control File, Unit Performance Report, access to Force/Activity Designator (FAD), Urgency of Need Designator (UND), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure priorities are assigned based on the actual UND.
2. Ensure written guidance is provided regarding appropriate utilization of the priority system.
3. Identify priority abuse.
4. Ensure the corrective action is accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: 2ndLt



REFERENCE(S):

1. MCO 4400.16\_, Uniform Material Movement Issue and Priority System
  2. MCO P4400.150\_, Consumer Level Supply Manual
  3. UM 4400.120, Asset Tracking for Logistics Supply System
  4. UM 4400.124, SASSY Using Unit Procedures
  5. UM 4400.15, Organic Property Control
- 

TASK: 3002.02.03 (CORE) MANAGE MAINTENANCE OF REQUISITIONS

CONDITION(S): Given a maintenance order demands list, maintenance part request, Additional Demands List (ADL), Document Control File, daily maintenance transaction list, the maintenance records status files, a pending requisition file, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Schedule and verify that reconciliations are conducted every two weeks with supported customers.
2. Validate that all problems are resolved and necessary cancellation, follow-up, discrepancies in shipment, or modification actions are initiated as required.
3. Evaluate outcome of reconciliations.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
  2. UM 4400.120, Asset Tracking for Logistics Supply System
  3. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3002.02.04 (CORE) MANAGE DAILY MAINTENANCE TRANSACTIONS LIST

CONDITION(S): Given a daily maintenance transaction list, maintenance order, maintenance part request, and maintenance records status files, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify that pending maintenance orders on the daily maintenance transactions list have been reconciled and processed on the maintenance records status files.
2. Ensure transactions to correct errors have been submitted.
3. Ensure reconciliations with commodities are performed.
4. Conduct periodic reviews per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
2. UM 4400.124, SASSY Using Unit Procedures
3. UM 4790.5, MIMMS (AIS) Field Users Manual

---

TASK: 3002.02.05 (CORE PLUS) MANAGE THE RECONCILIATION OF THE MATERIAL OBLIGATION VALIDATION/BACKORDER VALIDATION

CONDITION(S): Given an MOV/BOV, Document Control File, MOV/BOV reconciliation schedule, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with references.

PERFORMANCE STEPS:

1. Reconcile all requirements against the MOV/BOV as directed.
2. Validate the annotation of the appropriate listings/documents.
3. Comply with quarterly MOV/BOV requirements.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.123, FMF SASSY Management Unit Procedures
4. UM 4400.124, SASSY Using Unit Procedures
5. UM 4400.15, Organic Property Control

---

TASK: 3002.02.06 (CORE) MANAGE THE SUPPLY DISCREPANCY REPORT

CONDITION(S): Given a requirement to submit a Supply Discrepancy Report (SDR), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine the type of discrepancy.
3. Determine the distribution of SDR.
4. Audit the prepared SDR.
5. Monitor use of on-line SDR submission to Defense Logistics Agency.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DLA HANDBOOK, Defense Logistics Agency Customer Service Handbook
2. SECNAVINST 4355.18, Reporting of Items and Packaging Discrepancies
3. UM 4400.123, FMF SASSY Management Unit Procedures
4. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3002.02.07 (CORE) ANALYZE THE REQUISITION MANAGEMENT REPORTS

CONDITION(S): Given the requisition management reports, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Interpret information on the requisition management reports.
2. Identify problem areas.
3. Initiate corrective action as required.
4. Verify that corrective action is accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: 2ndLt

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
2. UM 4400.124, SASSY Using Unit Procedures

DUTY AREA 03 - FINANCIAL MANAGEMENT: LT

TASK: 3002.03.01 (CORE) PREPARE ANNUAL BUDGET

CONDITION(S): Given local budget guidance from the comptroller, commodity manager's resource requirements, budget execution activity (BEA) management reports, past spending history, previous year's annual and midyear budget, budget documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review local budget guidance.
2. Collect and review all historical and current information affecting the budget, to include annual training and operations.
3. Consolidate all maintenance, T/E, inventory, training, administrative, replenishment/replacement, and other deficiencies.
4. Identify and segregate all requirements for Planning Estimate (PE) funding and Requisition Authority (RA) funding.
5. Hold an internal budget review with commodity managers.
6. Identify funding deficiencies by comparing total resource requirements with annual authorizations.
7. Construct draft budget and deficiency report.
8. Prioritize and justify funding deficiencies.
9. Obtain Commanding Officer's approval.
10. Submit final budget and deficiency report.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. NAVMC 2664
3. NAVSO P3006
4. DOD 7000.14-R, Financial Management Regulation
5. MCO P7100.8\_, Field Budget Guidance Manual
6. MCO P7300.21, SABRS Financial Procedures Manual
7. SABRS USER MANUAL, Standard Accounting, Budgeting, and Reporting System (SABRS) Manual

TASK: 3002.03.02 (CORE) EXECUTE BUDGET/SPENDING PLAN

CONDITION(S): Given a funding authorization, source documents, material and services reports, budget execution activity (BEA) management reports, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure funds are expended per the budget submitted.

PERFORMANCE STEPS:

1. Review the budget.
2. Manage source documents.
3. Verify that obligations do not exceed authorizations.
4. Perform fiscal reconciliation between the pending, obligated, and completed files with the SABRS management reports.
5. Manage reconciliation actions Requisition Authority (RA) obligations.
6. Validate all unliquidated obligations (ULO), to include travel orders (TAD).
7. Resolve ULO discrepancies.
8. Meet quarterly obligation goals.
9. Identify deficiencies to commanding officer.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. DOD 7000.14-R, Financial Management Regulation
3. MCO 10110.40\_, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations
4. MCO P7100.8\_, Field Budget Guidance Manual
5. MCO P7300.21, SABRS Financial Procedures Manual

---

TASK: 3002.03.03 (CORE) CONDUCT MIDYEAR REVIEW

CONDITION(S): Given budget guidance, a current budget, usage data, projected requirements, previous year's budget, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure adequate funds are available to support mission requirements through the end of the fiscal year.

PERFORMANCE STEPS:

1. Review current fiscal year budget, usage data, projected requirements, and previous year's operational budget to determine unfunded requirements.
2. Consolidate and prioritize all maintenance, T/E, inventory, training, administrative, replenishment/replacement, and other deficiencies.
3. Prepare midyear review per the reference and local guidance.
4. Brief the Commanding Officer on the state of the midyear review.
5. Submit the midyear review.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. MCO P7100.8\_, Field Budget Guidance Manual

---

TASK: 3002.03.04 (CORE) MANAGE FISCAL ACCOUNTABILITY

CONDITION(S): Given budget guidance, a current budget, weekly available balance reports, document control file, Standard Accounting Budgeting and Reporting System (SABRS) reports, budget execution activity (BEA) management reports, fiscal logbook, pending and completed fiscal files, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure financial resources are correctly accounted for and records maintained in accordance with the references.

PERFORMANCE STEPS:

1. Maintain appointment and revocation letters on file for the supply officer and fiscal clerk.
2. Manage source documents.
3. Manage the extract and maintenance of required fiscal reports from SABRS and SMARTS.
4. Manage the reconciliation between SABRS and the supply mainframe and/or the supply operating system.
5. Manage the available balances.
6. Brief the Commanding Officer on the status of funds on a regular basis.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. Local SOP

2. DOD 7000.14-R, Financial Management Regulation
3. MCO 5212.5\_, Records Disposition Manual
4. MCO P7100.8\_, Field Budget Guidance Manual
5. MCO P7300.21, SABRS Financial Procedures Manual

---

TASK: 3002.03.05 (CORE) CONDUCT ANNUAL CLOSEOUT

CONDITION(S): Given local closeout guidance from the comptroller and the intermediate supply support activity (ISSA), budget execution activity (BEA) management reports, material and services reports, unfunded requirements, an approved budget, year-end spending plan, outstanding obligations, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure obligation percentages do not exceed total authorization.

PERFORMANCE STEPS:

1. Review guidance from comptroller.
2. Closeout all reimbursable funding documents.
3. Collect, review, and prioritize all known end-of-year spending requirements for both Requisition Authority (RA) funds and Planning Estimate (PE) funds.
4. Create a spending plan for end-of-year funds.
5. Create a prioritized funding deficiency report for possible distribution of additional end-of-year funds.
6. Verify obligation percentages are met per the budget/spending plan and local closeout guidance.
7. Manage unliquidated orders, taking corrective action for all invalid obligations and liquidations.
8. Verify that results from closeout are submitted to higher headquarters.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. DOD 7000.14-R, Financial Management Regulation
3. MCO P7100.8\_, Field Budget Guidance Manual

---

TASK: 3002.03.06 (CORE PLUS) MANAGE FISCAL FOR UNIT FUNDED EXERCISES

CONDITION(S): Given an exercise operations order, task organization list, equipment density list (EDL), unit/commodity exercise requirements historical fiscal after action reports, historical exercise requirements, and the references.

STANDARD(S): To determine the requirements and financially support the exercise.

PERFORMANCE STEPS:

1. Review the exercise operations order, task organization, EDL, historical fiscal after action reports, historical exercise requirements and the references.
2. Validate unit/commodity exercise requirements with logistics officer and commodity managers.
3. Create a fiscal estimate for all classes of supply and exercise support requirements.
4. Determine the feasibility of financially supporting the exercise within the established budget, and/or identify potential external funding sources.
5. Brief Commanding Officer on the fiscal estimate, feasibility, and financial impact to the unit.
6. Request financial information pointers (FIP) from the comptroller in order to identify the exercise costs.
7. Manage funds and fiscal logbooks/files in support of the exercise.
8. Identify all exercise costs and maintain source documents.
9. Create a fiscal after action report detailing all exercise costs.
10. Brief the Commanding Officer of the fiscal after action report and the impact on the budget.
11. File the fiscal after action report and all supporting exercise information for historical reference.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. DOD 7000.14-R, Financial Management Regulation
3. MCO P7100.8\_, Field Budget Guidance Manual

---

TASK: 3002.03.07 (CORE PLUS) MANAGE FISCAL FOR EXTERNALLY FUNDED EXERCISES

CONDITION(S): Given an exercise operations order, task organization list, equipment density list (EDL), fiscal letter of instruction, unit/commodity exercise requirements historical fiscal after action reports, historical exercise requirements, and the references.



STANDARD(S): To determine the requirements and financially support the exercise with external funding.

PERFORMANCE STEPS:

1. Review the exercise operations order, task organization, EDL, fiscal letter of instruction, historical fiscal after action reports, historical exercise requirements, and the references.
2. Identify unit/commodity exercise requirements with logistics officer and commodities.
3. Create a fiscal estimate for all classes of supply and exercise support requirements.
4. Brief the Commanding Officer on the fiscal estimate, and support requirements for the exercise.
5. Submit the fiscal estimate (requirements) to the external agency providing funding.
6. Identify the amount of funding provided by the external agency.
7. Revise the fiscal estimate in accordance with the amount of funding provided, identifying any funding deficiencies and their impact on the exercise.
8. Request financial information pointer (FIP), which cites the external funding, from the comptroller to identify the exercise costs.
9. Manage funds and fiscal logbooks/files in support of the exercise.
10. Identify all exercise costs and maintain source documents.
11. Create a fiscal after action report, which details all exercise costs, to external agencies providing funding.
12. Brief the Commanding Officer of the fiscal after action report and the impact on the budget.
13. Submit fiscal after action report to the external agency providing funding.
14. Reconcile cost identified in fiscal after action report with funding provided by external agencies.
15. File the fiscal after action report and all supporting exercise information for historical reference.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. DOD 7000.14-R, Financial Management Regulation
3. MCO P7100.8\_, Field Budget Guidance Manual

---

TASK: 3002.03.08 (CORE PLUS) MANAGE REIMBURSABLE FUNDING

CONDITION(S): Given a support agreement, a requirement for a reimbursable, access to an automated system, internet access, appropriate software, and the reference.

STANDARD(S): To establish and manage reimbursable funding.

PERFORMANCE STEPS:

1. Identify the requirements of the support (reimbursable) agreement, to include any required reports.
2. Coordinate the reimbursable agreement with the external agency and the comptroller.
3. Execute funds provided by the reimbursable document.
4. Coordinate with the comptroller to close the reimbursable once all requirements have been met.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. DOD 7000.14-R, Financial Management Regulation

---

TASK: 3002.03.09 (CORE PLUS) MANAGE THE UNIT'S GOVERNMENT CREDIT CARD PROGRAM

CONDITION(S): Given a government credit card, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify the approving official and government credit card holders for the using unit.
2. Direct the appropriate training for certification as an approving official and government credit card holder.
3. Maintain all appointment letters, revocation letters, and regulations on file.
4. Supervise an internal control program for the security of the government credit cards.
5. Supervise the validation of each government credit card purchase and the monthly government credit card bills by the approving official.
6. Supervise the payment of the government credit card by the approving official.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. MCO P4200.15\_, USMC Purchasing Procedures Manual
2. MCO P7000.14\_, Marine Corps Cost Factor Manual
3. MCO P7300.21, SABRS Financial Procedures Manual
4. UM 4400.124, SASSY Using Unit Procedures
5. UM 4400.15, Organic Property Control

---

TASK: 3002.03.10 (CORE PLUS) DIRECT PURCHASES USING THE GOVERNMENT CREDIT CARD

CONDITION(S): Given a government credit card, purchase requirement, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify the purchase requirements.
2. Determine if the purchase is within the supply officer's authority and adhere to the government credit card regulations.
3. Identify and select a source of supply in accordance with the reference.
4. Direct a government credit card holder to make the purchase.
5. Validate the requirements of the purchase were met.
6. Supervise the Standard Accounting and Budgeting Reporting System (SABRS) obligation of the purchase.
7. Verify credit card bill and submit for payment.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. MCO P4200.15\_, USMC Purchasing Procedures Manual
3. MCO P7000.14\_, Marine Corps Cost Factor Manual
4. MCO P7300.21, SABRS Financial Procedures Manual
5. UM 4400.124, SASSY Using Unit Procedures
6. UM 4400.15, Organic Property Control

TASK: 3002.03.11 (CORE PLUS) INITIATE PURCHASING AND CONTRACTING REQUESTS

CONDITION(S): Given a purchase or contracting requirement, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To meet the support requirements.

PERFORMANCE STEPS:

1. Identify the purchase or contract requirements.
2. Initiate a purchase/contract request through the process used by the local purchasing and contracting agency.
3. Supervise the required Standard Accounting and Budgeting Reporting System (SABRS) data entry to obligate funding for the purchase or contract.
4. Validate the purchase or contract requirements were met.
5. Monitor the proper liquidation of the SABRS obligation.
6. Identify and correct all discrepancies with the purchase or contract support or liquidations to the local purchasing and contracting agency.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
  2. MCO P4200.15\_, USMC Purchasing Procedures Manual
  3. MCO P7000.14\_, Marine Corps Cost Factor Manual
  4. MCO P7300.21, SABRS Financial Procedures Manual
  5. UM 4400.124, SASSY Using Unit Procedures
  6. UM 4400.15, Organic Property Control
- 

TASK: 3002.03.12 (CORE) MANAGE THE PROCUREMENT OF SUPPLIES THE DIRECT SUPPORT STOCK CONTROL (DSSC)

CONDITION(S): Given a DSSC card, shopping list, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To maintain accountability of DSSC purchases.

PERFORMANCE STEPS:

1. Review local DSSC procedures.
2. Implement an internal control program for DSSC purchases and fuel purchases.

3. Verify the letters of delegation of authority are signed, submitted, approved, and maintained on file.
4. Approve DSSC and fuel requests, ensuring that sufficient funds are available.
5. Validate DSSC receipts against the DSSC shopping lists.
6. Validate fuel log against fuel consumption report as required.
7. Manage the reconciliation of SABRS summary transactions against the DSSC receipts.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. MCO P4400.76\_, DSSC Manual
3. MCO P7300.21, SABRS Financial Procedures Manual

---

TASK: 3002.03.13 (CORE) VALIDATE THE COLLECTION AND TURN IN OF GOVERNMENT FUNDS

CONDITION(S): Given the requirement to collect funds, an appointed authorized custodian, Cash Sales/Request for Checkage for Government Property (NAVMC 6), voucher for reimbursement and/or collection (DD Form 1131), cash meal payment sheet (NAVMC 10298), accountable records, completed missing gear statement, access to an automated system with appropriate software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify that Authorized Custodians/Audit Verification Officers are properly appointed in writing.
2. Verify that a separate safe has been assigned to each appointed authorized custodian for their exclusive use.
3. Verify that supporting documentation for source of funds collected are administratively correct.
4. Verify that funds are turned in to a disbursing officer within the time frames required by the references.
5. Verify that property record adjustments are made to accountable balances as required.
6. Conduct periodic internal reviews in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4400.15, Organic Property Control

DUTY AREA 04 - MISCELLANEOUS: LT

TASK: 3002.04.01 (CORE) PREPARE SUPPLY OFFICER'S AND COMMANDING OFFICER'S CERTIFICATE OF RELIEF

CONDITION(S): Given an existing 5-year file, Table of Organization (T/O) and related on-board manning levels, Table of Equipment (T/E) shortages, financial status, on-going project status, supply inspection results, notice of forthcoming inspections, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Compile the necessary information required per the references.
2. Analyze unit supply office files/records to determine accuracy.
3. Draft the relief letter.
4. Verify the accuracy of the letter.
5. Date the letter as of the date of relief.
6. Provide the letter to the relieving supply or commanding officer.
7. Ensure a copy of the letter is filed in the 5-year file.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. SECNAVINST 5215.5, Records Retention and Disposition
3. SECNAVINST 5216.5\_, Correspondence Manual
4. UM 4400.124, SASSY Using Unit Procedures
5. UM 4400.15, Organic Property Control

---

TASK: 3002.04.02 (CORE) PREPARE ENDORSEMENT ON OUTGOING SUPPLY OFFICER'S CERTIFICATE OF RELIEF

CONDITION(S): Given an existing 5-year file, the outgoing supply officer's Certificate of Relief, personnel staffing status, Table of Equipment (T/E) status, financial status, project status, inspection results, notice of upcoming inspections, personal assessment regarding status of account, access to an automated system with applicable software, and the references.

STANDARD(S): To accurately depict the overall status of the supply account at the time of turnover.

PERFORMANCE STEPS:

1. Inspect the condition of the records, inventory results, supplies, personnel, and all other supply-related matters.
2. Verify the accuracy of the outgoing supply officer's Certificate of Relief.
3. Prepare own endorsement addressing the outgoing supply officer's Certificate of Relief.
4. Provide the endorsement with the Certificate of Relief to the Commanding Officer.
5. Post copy of letter in the 5-year file.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. SECNAVINST 5215.5, Records Retention and Disposition
3. SECNAVINST 5216.5\_, Correspondence Manual
4. UM 4400.124, SASSY Using Unit Procedures
5. UM 4400.15, Organic Property Control

---

TASK: 3002.04.03 (CORE) MAINTAIN REQUIRED LETTERS OF APPOINTMENT AND REVOCATION IN THE SUPPLY FIVE YEAR FILE

CONDITION(S): Given access to existing letters of appointment and revocation, 5-year file, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure letters of appointment and revocation are drafted as required.
3. Identify any file discrepancies.
4. Initiate corrective action to resolve the discrepancies.
5. Verify the corrective action is accomplished.
6. Conduct periodic internal review per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):



1. DOD 7000.14-R, Financial Management Regulation
2. SECNAVINST 5215.5, Records Retention and Disposition
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4400.15, Organic Property Control

---

TASK: 3002.04.04 (CORE) MAINTAIN RESULTS OF AUDITS AND VERIFICATION

CONDITION(S): Given audit and verification results documentation, 5-year file, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Identify any discrepancies.
3. Initiate corrective action to resolve any discrepancies.
4. Verify the corrective action is completed.
5. Maintain results in the 5-year file.
6. Conduct periodic review per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. MCO P4200.15\_, USMC Purchasing Procedures Manual
3. MCO P4400.150\_, Consumer Level Supply Manual
4. SECNAVINST 5215.5, Records Retention and Disposition
5. UM 4400.124, SASSY Using Unit Procedures
6. UM 4400.15, Organic Property Control

---

TASK: 3002.04.05 (CORE) MANAGE PROCESSING OF MISSING/LOST/STOLEN/RECOVERED (MLSR) REPORTS

CONDITION(S): Given the loss/gain of regulated/controlled/sensitive/ordnance items of Government property, access to an automated system with applicable software and DMS capability, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Direct the preparation and submission of "initial" MLSRs per current directives.
2. Submit "supplemental" and "final" MLsR reports as required.
3. Initiate and voucher appropriate gain/loss transactions as required.
4. File MLSRs per the directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. MCO 4340.1\_, Reporting Missing/Lost/Stolen/Recovered Government Property
2. MCO P4400.150\_, Consumer Level Supply Manual
3. SECNAVINST 5500.4\_, Reporting of Missing, Lost, Stolen, or Recovered (MLsR) Government Property

---

TASK: 3002.04.06 (CORE PLUS) MANAGE AMMUNITION ACCOUNTABILITY

CONDITION(S): Given NAVMC 10774s, the unit's Table of Organization, and Table of Equipment, appropriate audit trail documents, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify that ammunition requisitions are properly prepared.
2. Establish proper accountability for ammunition by individual DoD Identification Code (DoDIC) and lot number.
3. Review and maintain Notification of Ammunition Reclassifications (NARS) messages, taking appropriate action on them as necessary.
4. Conduct periodic internal reviews per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: 2ndLt

REFERENCE(S):

1. MCO 8020.10, USMC Ammunition and Explosive Safety Policy
  2. MCO P8011.4\_, USMC Table of Allowance for Ammunition
  3. UM 4400.124, SASSY Using Unit Procedures
  4. UM 4400.15, Organic Property Control
-

TASK: 3002.04.07 (CORE PLUS) MANAGE ACCOUNTABILITY OF PACKAGED OPERATIONAL RATIONS (PORS)

CONDITION(S): Given a using unit supply section, NAVMC 708 cards, NAVMC 713 cards, Paid Supernumerary Ration Register, Meal Record Signature Sheet, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Manage POR accountability through the use of Stock Record and Inventory Control Card (NAVMC 708) or automated database as authorized by MCO P4400.150.
2. Supervise the accounting for PORS by date of pack and lot number, utilizing NAVMC 713 cards or automated database as authorized by MCO P4400.150.
3. Maintain appropriate documentation on file in support of all adjustments to the accounting records.
4. Direct PORS be sold at rates promulgated through annual MCBUL 10110 MARADMIN "Meal Rates" message.
5. Coordinate stored POR veterinary inspections as required.
6. Conduct periodic internal review per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. MCBUL 10110, Annual Meal Rates Bulletin
2. MCO 10110.40\_, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations
3. MCO P10110.14\_, Food Service Standard Operating Procedures
4. MCO P4400.150\_, Consumer Level Supply Manual

---

TASK: 3002.04.08 (CORE) MANAGE PERSONAL EFFECTS

CONDITION(S): Given personnel accounting for personal effects, current morning reports, and the references.

STANDARD(S): To ensure personal effects are accounted for in accordance with the references.

PERFORMANCE STEPS:

1. Ensure daily morning reports published by the unit admin section are reviewed.
2. Ensure inventory boards are established.
3. Ensure inventory boards are maintained current.

4. Ensure inventory board members are trained as required.
5. Verify that personal effects inventories are conducted when required within the time frames established by the references.
6. Verify that the inventory, storage, and disposition of personal effects are conducted per the references.
7. Conduct periodic internal review per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. MCO P4050.38\_, Personal Effects and Baggage Manual
  2. MCO P4400.150\_, Consumer Level Supply Manual
- 

TASK: 3002.04.09 (CORE) MANGE PERMANENT ISSUE OF SPECIAL EQUIPMENT

CONDITION(S): Given authorized on-hand stocks, eligible members, local SOP, local issue/receipt form, and the reference.

STANDARD(S): To ensure proper accountability of all equipment authorized as permanent issue for individual end use in accordance with the references.

PERFORMANCE STEPS:

1. Prior to issue have the unit administrative officer review the individual's Officer Qualification Record (OQR) or enlisted Service Record Book (SRB).
2. Obtain a certification from the unit administrative officer verifying that no previous issues of equipment had been conducted for the subject personnel.
3. Obtain eligible member's acknowledgement signature upon receipt for specified equipment on the certification form.
4. Provide a copy of the receipt to the unit administration officer requesting that the issue be recorded in the recipient's OQR/SRB.
5. Obtain administrative officer's certification that required entries had been made in the OQR/SRB.
6. File the certification form as required in the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. MCO P4400.150\_, Consumer Level Supply Manual
3. MCO P5000.14\_, Marine Corps Admin Procedures Manual

---

TASK: 3002.04.10 (CORE PLUS) MANAGE INDIVIDUAL CLOTHING RECORDS

CONDITION(S): Given a requirement to obtain and record a Marine Corps-funded clothing issue, NAVMC 604 or 604B, NAVMC 631 or 631A, MCBul 10120 series, and the reference.

STANDARD(S): To ensure individual clothing is issued and recorded in accordance with the reference.

PERFORMANCE STEPS:

1. Validate the requirement.
2. Validate the allowance quantities.
3. Verify that NAVMC 631 or 631As are prepared to reflect all uniform clothing issues.
4. Verify that requisitions are submitted to the appropriate sources.
5. Obtain eligible member's acknowledgement signature upon receipt for specified equipment on the certification form.
6. Provide a copy of the receipt to the unit administration officer requesting that the issue be recorded in the recipient's OQR/SRB.
7. Supervise deceased personnel and all other special (i.e., maternity) issues as applicable.
8. Supervise Reserve-clothing issues as applicable.
9. Recover Reserve clothing when applicable.
10. Conduct the inventory on Reserve clothing and certify its completion on the NAVMC 631 or 631A as required in the reference.
11. Conduct periodic reviews per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. MCO P10120.28\_, Individual Clothing Regulations

---

TASK: 3002.04.11 (CORE) MANAGE THE PUBLICATION LISTING FOR THE UNIT SUPPLY SECTION

CONDITION(S): Given the Supply Section's Publication Listing (PL), NAVMC 2761, local Standing Operating Procedures (SOP), access to an automated system with applicable software and CD drive, and the references.

STANDARD(S): To ensure required publications are on hand or on order.

PERFORMANCE STEPS:

1. Direct a review of the PL as required.
2. Verify results of the PL review.
3. Direct the order of missing publications.
4. Review pending requisitions.
5. Initiate corrective action with unit publications Distribution Control Point (DCP) and resubmit requisition denials to resolve the discrepancies.
6. Verify corrective action is accomplished.
7. Conduct periodic reviews per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. MCO P5000.14\_, Marine Corps Admin Procedures Manual
3. MCO P5600.31\_, Marine Corps Publications and Printing Regulations

---

TASK: 3002.04.12 (CORE PLUS) ESTABLISH SUPPLY MOS SUSTAINMENT TRAINING

CONDITION(S): Given personnel training records, training schedules, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure personnel sustain appropriate skill levels through occupational training according to established standards.

PERFORMANCE STEPS:

1. Review the references.
2. Ascertain technical knowledge deficiencies of unit supply personnel.
3. Determine on the job and sustainment training requirements by grade and MOS through reviewing the OccFld 30 ITS Manual.
4. Develop and submit a training plan.
5. Develop required training materials (lesson handouts, practical application exercises, computer-based training, etc.).
6. Conduct sustainment training using published training standards.
7. Encourage use of self-directed study and assist in providing tutorial resources.

8. Monitor correction of technical knowledge deficiencies through observation and required counseling.
9. Document the conduct of training as it occurs.
10. Conduct periodic reviews of training records to ensure proper training sustainment.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. MCO 1553.3, Marine Corps Unit Training Management
  2. MCO P4400.150\_, Consumer Level Supply Manual
  3. MCRP 3-OA, Unit Training Management Guide
  4. MCRP 3-OB, How to Conduct Training
  5. SAT USER'S GUIDE, Systems Approach to Training
- 

TASK: 3002.04.13 (CORE PLUS) BRIEF COMMANDING OFFICER ON STATUS OF SUPPLY OPERATION

CONDITION(S): Given all documentation, such as deficiencies, status of funds, and Money Value Gain/Loss Notices relating to the condition/status of the supply account.

STANDARD(S): To ensure commander awareness on the status of the supply account.

PERFORMANCE STEPS:

1. Identify current T/E end item and other materiel deficiencies.
2. Identify current status of funds/obligation rates.
3. Identify status of personnel.
4. Brief the Commanding Officer as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4400.15, Organic Property Control

DUTY AREA 05 - COMBAT SERVICE SUPPORT: LT

TASK: 3002.05.01 (CORE) DEVELOP A SUPPLY SUPPORT PLAN TO SUPPORT MAGTF OPERATIONS

CONDITION(S): Given the deployment of a Marine Air-Ground Task Force (MAGTF), mission objectives, access to an automated system with applicable software, and the references.

STANDARD(S): To support the supply requirements of the MAGTF during deployment.

PERFORMANCE STEPS:

1. Identify supply-related combat service support requirements to support the mission.
2. Provide guidance as to supply support available within the established Combat Service Support Element (CSSE) organization.
3. Provide input for required combat service support needed to support mission objectives.
4. Review CSS planning documents required for supply to support the operation.
5. Use the principles of combat service support in developing the supply related combat service support mission objectives.
6. Verify that the supply-related combat service support mission objectives coincide with the MAGTF mission objectives.
7. Coordinate combat service support between the operating units and the main CSSE controlling agency.
8. Provide appropriate input to establish the Tactical Logistics Group.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. FM 101-5
2. Local SOP
3. MCWP 4-1
4. MCWP 4-11
5. MCWP 4-11.7/ 4-6
6. MCWP 4-12
7. MCWP 5-2A/ 5-12A
8. FM 100-15, Larger Units Operations
9. FMFM 4-1, Combat Service Support Operations
10. OH 4-1, Operator Handbook for Logistics



---

TASK: 3002.05.02 (CORE) PROVIDE SUPPLY FOCUSED COMBAT SERVICE SUPPORT INPUT IN MARITIME PREPOSITIONING FORCE (MPF) OPERATION PLANNING

CONDITION(S): Given an initiating directive, an MPF assigned unit, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure the most effective supply support to the assigned units in support of the mission.

PERFORMANCE STEPS:

1. Review the references.
2. Review the initiating directive.
3. Identify supply-related combat service support requirements to support the mission.
4. Provide guidance as to supply support available within the established Combat Service Support Element (CSSE) organization.
5. Provide input for required combat service support needed to support mission objectives.
6. Use appropriate CSS and MPF concepts and procedures in developing the supply related combat service support portions of the operational plan.
7. Verify that the supply-related combat service support mission objectives coincide with the MAGTF mission objectives.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. FM 101-5
2. Local SOP
3. MCWP 4-1
4. MCWP 4-11
5. MCWP 4-11.7/ 4-6
6. MCWP 4-12
7. MCWP 5-2A/ 5-12A
8. FM 100-15, Larger Units Operations
9. FMFM 4-1, Combat Service Support Operations
10. JOINT PUB 5-3.1, Joint Operation Planning and Execution System, Vol. I (Planning, Policy & Procedures)

11. JOINT PUB 5-3.2, Joint Operation Planning and Execution System, Vol. 2
12. OH 1-5, Maritime Prepositioning Force (MPF) Operations
13. OH 4-1, Operator Handbook for Logistics

---

TASK: 3002.05.03 (CORE) CONDUCT SUPPLY SUPPORT OPERATIONS WITHIN A COMBAT SERVICE SUPPORT ELEMENT (CSSE)

CONDITION(S): Given a unit deploying with a Marine Air-Ground Task Force (MAGTF), operation order, local standing operating procedures (SOP), access to an automated system with applicable software, and the references.

STANDARD(S): To support the MAGTF mission.

PERFORMANCE STEPS:

1. Review the seven functions of supply.
2. Review the different levels of logistic support.
3. Review the different supply distribution methods.
4. Review the two supply replenishment systems known as push and pull.
5. Review the 10 classes of supply.
6. Review supported units' LOI and support requirements, when applicable.
7. Review the assigned support missions.
8. Verify that the supported units' Equipment Density Lists (EDLs) have been obtained and reviewed.
9. Verify that Operation Deployment Contingency repair parts/supply blocks based on the EDL and unit composition have been established and prepared for embarkation.
10. Verify that resupply procedures and support have been established.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. FM 101-5
2. MCWP 4-1
3. MCWP 4-11
4. MCWP 4-11.7/ 4-6
5. MCWP 4-12
6. MCWP 5-2A/ 5-12A

7. FMFM 4-1, Combat Service Support Operations
8. MCO P4400.150\_, Consumer Level Supply Manual
9. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3002.05.04 (CORE PLUS) MONITOR PREPARATION OF SUPPLIES FOR DEPLOYMENT

CONDITION(S): Given a deployment, mobilization and/or embarkation order, local standing operating procedures (SOP), access to an automated system with applicable software, and the references.

STANDARD(S): To support to the unit in the event of a deployment/mobilization.

PERFORMANCE STEPS:

1. Review local SOP.
2. Review mobilization and/or embarkation order, as applicable.
3. Conduct appropriate Staff liaison (i.e., with the S-4 and unit embarkation officer).
4. Coordinate embarkation container (i.e., quadcons and palcons) support with the unit embarkation officer.
5. Ensure that MDSS II records are reconciled with the Supply records (SASSY/ATLASS).
6. Ensure that all unit assets are properly registered on the Time Phased Force Deployment Data (TPFDD).
7. Verify that the processing of supplies and equipment for a deploying unit meets the requirements specified in the embarkation order.
8. Verify that all supplies and equipment are inspected for kind, condition and quantity, and are appropriately prepared for shipment.
9. Ensure that all supply embarkation boxes/containers have correct tactical and location markings.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. FM 101-5
2. Local SOP
3. MCWP 4-1
4. MCWP 4-11
5. MCWP 4-11.7/ 4-6

6. MCWP 4-12
7. MCWP 5-2A/ 5-12A
8. DOD 4145.19-R-1, Storage and Materials Handling
9. FMFM 4-1, Combat Service Support Operations
10. MCO P4450.7\_, Marine Corps Warehousing Manual

---

**TASK:** 3002.05.05 (CORE PLUS) MANAGE ACCOUNTABILITY OF UNIT MARITIME PREPOSITIONING FORCE (MPF) ASSETS

**CONDITION(S):** Given an MPF operation, warning order, assigned MPS/MPF composition, a designated port/beach and airfield, access to an automated system with applicable software and internet connectivity, and the references.

**STANDARD(S):** To effectively manage MPF unit designated assets throughout all four phases of an MPF operation.

**PERFORMANCE STEPS:**

1. Review the warning order and the MPF operation situation.
2. Provide input to the planning and preparation of the movement of units to the Aerial Port of Embarkation (APOE).
3. Provide input to the planning and movement of forces, equipment, and supplies to the Arrival and Assembly Area (AAA).
4. Plan and supervise the off-load, receipt, and subsequent issue of supplies to supported units.
5. Ensure all supplies are properly recorded on unit records.
6. Plan and supervise appropriate regeneration of the MPF.

**INITIAL TRAINING SETTING:** MOJT Sustainment: 12 Req By: 2ndLt

**REFERENCE(S):**

1. FM 101-5
2. MCRP 5-2A/ 5-12A
3. MCWP 4-1
4. MCWP 4-11
5. MCWP 4-11.7/ 4-6
6. MCWP 4-12
7. FM 100-15, Larger Units Operations

8. FMFM 3-1, Command and Staff
9. FMFM 4-1, Combat Service Support Operations
10. MCO P3000.18, Marine Corps Planner's Manual
11. MCO P4200.15\_, USMC Purchasing Procedures Manual
12. OH 1-5, Maritime Prepositioning Force (MPF) Operations
13. OH 4-1, Operator Handbook for Logistics
14. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3002.05.06 (CORE PLUS) SUPERVISE THE ESTABLISHMENT OF A FIELD WAREHOUSE

CONDITION(S): Given mission objectives, sufficient buildings/tents and area to establish the field warehouse, an operation plan, appropriate MHE, access to an automated system with appropriate software, and the references.

STANDARD(S): To properly locate and construct a field warehouse, which provides adequate storage and security, in support of the unit's mission objectives.

PERFORMANCE STEPS:

1. Review operational plans and local SOP to determine requirements.
2. Determine the warehouse site.
3. Coordinate the layout of the field warehouse to meet the needs of the deployed unit.
4. Supervise the construction/establishment of the field warehouse to ensure that the warehouse provides adequate storage, security, drainage, and ventilation per the references.
5. Note deviations from procedures established by the references.
6. Initiate corrective action on noted deviations.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. FM 101-5
2. Local SOP
3. MCRP 5-2A/ 5-12A
4. MCWP 4-1
5. MCWP 4-11
6. MCWP 4-11.7/ 4-6

7. MCWP 4-12
8. DOD 4145.19-R-1, Storage and Materials Handling
9. MCO P4450.7\_, Marine Corps Warehousing Manual
10. UM 4400.124, SASSY Using Unit Procedures

DUTY AREA 06 - INTERMEDIATE SUPPLY SUPPORT: LT

TASK: 3002.06.01 (CORE PLUS) MANAGE INITIAL ISSUE PROVISIONING (IIP) PROGRAM

CONDITION(S): Given pertinent draft planning data Material Fielding Plans (MFP), information from item project officer, appropriate program support data, Program Objective Memorandum (POM), Provision Program Documentation (PPD), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To support anticipated equipment fielding time frames.

PERFORMANCE STEPS:

1. Review all relevant program support data, POM, PPD, and MFPs.
2. Provide concurrence/recommendations on draft planning documents.
3. Develop and coordinate draft transition plans.
4. Provide revised provisioning schedule to CMC.
5. Direct IIP issues.
6. Ensure incoming IIP data is loaded.
7. Establish procedures to track the attainment of IIP project.
8. Report the attainment of IIP project to higher headquarters.
9. Coordinate with Stock Control of the General Account to ensure Requisitioning Objectives (ROs), Reorder Points (ROPs), and protected stock requirement codes are correctly loaded to General Account Balance File.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. MCO P4400.39\_, War Reserve Material Policy Manual
3. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3002.06.02 (CORE PLUS) MONITOR REDISTRIBUTION OF REPARABLE ISSUE POINT ASSETS

CONDITION(S): Given assignment to a maintenance float or subfloat activity, maintenance float supporting documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.

2. Validate maintenance float Due and Status File (DASF), Consolidated Asset Listing, and recomputation reports.
3. Report excess depot-level repairables to COMMARCORLOGBASES.
4. Supervise the return of nondepot repairables to the supporting General Account.
5. Ensure compliance with disposition instructions.
6. Ensure property records are adjusted properly.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
  2. MCO P4400.82\_, MUMMS Control Item Management Manual
  3. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3002.06.03 (CORE PLUS) MONITOR RECONCILIATION OF STORES ACCOUNTING RECORDS

CONDITION(S): Given assignment to an intermediate supply activity, Class I system output, COMMARCORLOGBASES stores reconciliation listing, mainframe access, access to an automated system with applicable software, and the reference.

STANDARD(S): To ensure the accuracy of stores subsystem balances.

PERFORMANCE STEPS:

1. Review the reference.
2. Review daily output from the daily cycle.
3. Verify weekly and monthly jobs are appropriately executed.
4. Take corrective action to resolve discrepancies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. UM 4400.76, DSSC Data Entry



DUTY AREA 07 - STORAGE AND DISTRIBUTION: LT

TASK: 3002.07.01 (CORE) MONITOR MAINTENANCE OF STORED ASSETS

CONDITION(S): Given accountable assets, locator files, pending maintenance orders, and the references.

STANDARD(S): To ensure nonissued supply system stock is maintained in a serviceable, ready-to-issue condition in accordance with the references.

PERFORMANCE STEPS:

1. Verify that all items received for storage are serviceable.
2. Safeguard material from deterioration.
3. Ensure security of stored assets from theft and pilferage.
4. Inspect facility for infestation.
5. Direct maintenance procedures.
6. Direct reconciliation of pending maintenance work requests with the supporting maintenance facility on as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3002.07.02 (CORE) MANAGE WAREHOUSE SAFETY PROCEDURES

CONDITION(S): Given access to a warehouse, a list of supplies stored in the warehouse, and the references.

STANDARD(S): To ensure a safe and manageable warehouse, in accordance with the references.

PERFORMANCE STEPS:

1. Verify that supplies stored within the warehouse meet applicable safety requirements.
2. Ensure adequate Material Handling Equipment (MHE) availability.
3. Ensure all MHE operators are properly licensed.
4. Ensure use of safety devices and equipment.
5. Ensure material compatibility.

6. Establish Hazardous Material and spill policies.
7. Assign personnel to fire stations.
8. Ensure the warehouse is laid out in accordance with current directives.
9. Ensure all warehouse personnel are trained on safety procedures.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. DOD 6055.1, DOD, Occupational Safety & Health (OSH) Program
3. OSHA MANUAL, Occupational Safety and Health Agency Manual

---

TASK: 3002.07.03 (CORE) MANAGE HAZARDOUS MATERIAL

CONDITION(S): Given a requirement to receipt, store, issue, and dispose of hazardous material, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Identify hazardous material content.
3. Process requisitions.
4. Properly receipt, store, issue, and dispose of hazardous materials.
5. Ensure all stored hazardous material contains required Material Safety Data Sheet (MSDS).
6. Ensure empty hazardous material containers are returned to the satellite accumulation area (SAA) or disposal activity.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: 2ndLt

REFERENCE(S):

1. Local SOP
2. CFR TITLE 29, Occupational Safety & Health Standards for General Industry (1910)
3. MCO P5090.2, Environmental Compliance and Protection Manual

**TASK:** 3002.07.04 (CORE PLUS) MONITOR ELECTROSTATIC DISCHARGE (ESD) SENSITIVE DEVICES DURING HANDLING, STORAGE, AND TRANSPORTATION

**CONDITION(S):** Provided ESD sensitive devices, ESD protection materials, ESD labels, applicable technical research devices, and the references.

**STANDARD(S):** To protect ESD sensitive devices from damage in accordance with the references.

**PERFORMANCE STEPS:**

1. Review the references.
2. Identify materials requiring ESD protection.
3. Direct actions necessary to protect ESD sensitive devices.

**INITIAL TRAINING SETTING:** MOJT Sustainment: 12 Req By: 2ndLt

**REFERENCE(S):**

1. MCO 2410.2\_, Electromagnetic Environmental
2. SI 4400-15/1\_, Marine Corps Supply Instructions
3. TI 4400-15/1, Packaging, Handling, Storage and Transportation of Electrostatic Discharge Sensitive Items
4. TM 9406-15, Grounding Procedures
5. TM 9999-15/1, ESD Awareness Electro-Static Discharge
6. TM 9999-15/2, Electrostatic Discharge (ESD) Management

---

**TASK:** 3002.07.05 (CORE PLUS) ENSURE COMPLIANCE WITH THE RADIOLOGICAL AFFAIRS SUPPORT PROGRAM (RASP)

**CONDITION(S):** Given the requirement to receipt, store and issue devices containing radioactive materials (other than liquids) in a nondispersible form (unless gaseous) and the references.

**STANDARD(S):** In accordance with the references.

**PERFORMANCE STEPS:**

1. Ensure tritium-containing devices are properly identified by item and serial number.
2. Establish and maintain secure controlled storage areas for items designated as containing radioactive material.
3. Provide appropriate material for the handling of tritium-containing devices.
4. Provide appropriate radiation instruction/training.

5. Publish and maintain local standing operating procedures (SOPs) for Command RASP.
6. Coordinate storage of tritium-containing devices with emergency personnel in accordance with current directives, as required.
7. Coordinate disposal of devices with low-level radioactive waste with the base Radiation Safety Officer or other agencies as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: 2ndLt

REFERENCE(S):

1. TI 5104-15/2\_
2. CFR TITLE 10, Title 10 Code of Federal Regulations
3. CFR TITLE 49, Transportation
4. MCO 5104.3, Radiation Safety Program
5. MCO P11000.11\_, Real Property Facility Manual, Vol. VIII
6. MCO P4400.105\_, Radioactive Commodities DoD System
7. NAVSEA TM S0410-AA-RAD-010, Radiological Affairs Safety Program Manual

ADMINISTRATIVE INSTRUCTIONS: Radiological instruction should cover the following areas: emergency procedures, contamination control, personnel decontamination, incident reporting, transportation of devices, shipping and receiving activity responsibilities, packaging devices, storing devices, inventorying devices, security of devices, maintenance of devices, and markings/warnings for devices.

DUTY AREA 21 - PROPERTY ACCOUNTING: CAPT

MCO 1510.73C  
DRAFT

DUTY AREA 22 - REQUISITIONING: CAPT

Appendix A to  
ENCLOSURE (6)

DUTY AREA 23 - FINANCIAL MANAGEMENT: CAPT

MCO 1510.73C  
DRAFT

DUTY AREA 24 - MISCELLANEOUS: CAPT

Appendix A to  
ENCLOSURE (6)



DUTY AREA 25 - COMBAT SERVICE SUPPORT: CAPT

TASK: 3002.25.01 (CORE PLUS) PLAN COMBAT SUPPLY SUPPORT OPERATIONS

CONDITION(S): Provided with the Commander's Planning Guidance, courses of action, list of available unit assets, Commander's Course of Action Decision, concept of operations, local standing operating procedures (SOP), access to an automated system with applicable software, and the references.

STANDARD(S): To support operations and mission objectives.

PERFORMANCE STEPS:

1. Analyze the Commander's Planning Guidance.
2. Analyze the courses of action.
3. Conduct appropriate staff liaison.
4. Provide input to the Combat Service Support Estimate.
5. Analyze the Commander's decision and concept of operations.
6. Provide input to the combat service support concept of operations.
7. Supervise the execution of all supply-related missions.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Capt

REFERENCE(S):

1. FM 101-5
2. Local SOP
3. MCWP 4-1
4. MCWP 4-11
5. MCWP 4-11.7/ 4-6
6. MCWP 4-12
7. MCWP 5-2A/ 5-12A
8. FM 100-15, Larger Units Operations
9. FMFM 4-1, Combat Service Support Operations
10. MCO 4400.16\_, Uniform Material Movement Issue and Priority System
11. MCO P4400.150\_, Consumer Level Supply Manual
12. OH 1-5, Maritime Prepositioning Force (MPF) Operations
13. OH 4-1, Operator Handbook for Logistics

14. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3002.25.02 (CORE PLUS) PLAN COMBAT SERVICE SUPPORT OPERATIONS IN A JOINT/COMBINED ENVIRONMENT

CONDITION(S): Given a concept of operations, various logistic and supply capabilities within the theater of operations, command standing operating procedures (SOP), access to an automated system with applicable software, and the references.

STANDARD(S): To provide supply support for the Joint Task Force Commander's concept of operations.

PERFORMANCE STEPS:

1. Review command SOP.
2. Analyze the commander's concept of operations.
3. Analyze theater Combat Service Support Activity locations, infrastructure, host nation support, mutual logistics support, and interservice support agreements.
4. Balance theater deployment and sustainment requirements with logistics/supply capabilities.
5. Provide input to joint/combined logistics estimate/concept of operations.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Capt

REFERENCE(S):

1. AFSC PUB-1
2. FM 101-5
3. Local SOP
4. MCWP 4-1
5. MCWP 4-11
6. MCWP 4-11.7/ 4-6
7. MCWP 4-12
8. MCWP 5-2A/ 5-12A
9. FMFM 4-1, Combat Service Support Operations
10. JOINT PUB 3-0, Doctrine for Joint Operations
11. JOINT PUB 4-0, Doctrine for Logistics Support of Joint Operations
12. JOINT PUB 5-3.1, Joint Operation Planning and Execution System, Vol. I (Planning, Policy & Procedures)

13. MCO P3000.18, Marine Corps Planner's Manual

DUTY AREA 26 - INTERMEDIATE SUPPLY SUPPORT: CAPT

TASK: 3002.26.01 (CORE PLUS) DIRECT INTERMEDIATE STORAGE OPERATIONS

CONDITION(S): Given an intermediate storage facility, location file, relevant files/records, storage containers, automated warehousing system, garrison mobile equipment, various supply support materials, a contingent requirement for embarkation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance to the references.

PERFORMANCE STEPS:

1. Supervise safety programs within storage facility.
2. Maintain effective space utilization within storage facilities.
3. Supervise the physical inventory process.
4. Supervise preparation for embarkation.
5. Supervise location verification.
6. Maintain a physical security program.
7. Take corrective action on stock denials.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Capt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
3. MCO P4450.7\_, Marine Corps Warehousing Manual
4. UM 4400-71, Data Control
5. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3002.26.02 (CORE PLUS) DIRECT INTERMEDIATE STOCK CONTROL OPERATIONS

CONDITION(S): Given pertinent assignment of stock control management within the SASSY Management Unit or Direct Support Stock Control Center, management files/records, access to an automated system with applicable software and internet connectivity, automated warehousing system, and the references.

STANDARD(S): To meet customer requirements in a timely manner per the references.

PERFORMANCE STEPS:

1. Monitor customer demand requirements.

2. Review management files and records.
3. Establish pertinent requisitioning objectives (RO) and reorder points (ROP).
4. Direct the appropriate stock control functions.
5. Verify customer requirement is satisfied.
6. Monitor stock control functions.
7. Periodically review established requisitioning objectives and reorder points.
8. Maintain Issue Control Section.
9. Maintain Receipts Control Section.
10. Periodically execute the Item Review Process.
11. Identify Reorder Points that exceed the Economic Retention Quantity (ERQ).
12. Execute Materials Return Program (MRP), as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: Capt

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. MCO P4400.76\_, DSSC Manual
3. UM 4400-60, Material Returns Program
4. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3002.26.03 (CORE PLUS) DIRECT THE BUY REVIEW

CONDITION(S): Given a requirement to replenish operating stocks at the intermediate supply activity, stock management files/records, fiscal guidance, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To meet stockage parameters in accordance with the references.

PERFORMANCE STEPS:

1. Identify operating stock replenishment requirements.
2. Review stock management files and records.
3. Review fiscal records to determine if funds are available.
4. Direct appropriate buy review action.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: Capt

REFERENCE(S):

1. Local SOP
  2. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3002.26.04 (CORE PLUS) ESTABLISH STOCK OBJECTIVES

CONDITION(S): Given the assignment as a stock control officer within an intermediate supply activity, requirements for demand-supported items, insurance items, initial issue provisioning items, war reserve material, special requirement items, nonstandard items, and other approved operating stock, a General Account Balance File, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To satisfy the requirements of the supported units.

PERFORMANCE STEPS:

1. Identify the requirement of the supported units.
2. Establish requisitioning objectives (ROs) and reorder points (ROPs).
3. Review established ROs and ROPs as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Capt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3002.26.05 (CORE PLUS) SUPERVISE COMMERCIAL ITEM PROCUREMENT

CONDITION(S): Given authority to conduct commercial procurement, fiscal guidance, commercial procurement files and records, access to an automated system with applicable software and internet connectivity, and the reference.

STANDARD(S): To ensure commercial requirements are met per current directives during the procurement process.

PERFORMANCE STEPS:

1. Determine commercial support requirements.
2. Review appropriate fiscal guidance.
3. Direct procurement of commercial items.
4. Monitor the procurement process.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Capt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3002.26.06 (CORE PLUS) DIRECT DISPOSAL OF UNSERVICEABLE ASSETS

CONDITION(S): Given inventory results, recent unit turn-in and rollbacks, and the references.

STANDARD(S): To ensure unserviceable assets are properly disposed of per current directives.

PERFORMANCE STEPS:

1. Ensure unserviceable assets from inventory/turn-in/rollback are identified.
2. Ensure disposition instructions are requested.
3. Verify disposition instructions received.
4. Supervise disposal of the unserviceable assets as directed.
5. Verify property records are adjusted, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Capt

REFERENCE(S):

1. Local SOP
  2. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3002.26.07 (CORE PLUS) MANAGE SECONDARY DEPOT LEVEL REPARABLES

CONDITION(S): Given the appropriate balance file, adequate funding, usage data, unit requirements, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review appropriate balance files, funding data, usage data, and the references.
2. Determine adequate stockage levels for allowance and insurance items.
3. Ensure adequate funding to maintain determined stockage levels and material readiness.
4. Establish stockage levels for allowance and insurance items within budgetary guidelines.
5. Verify requisitions and receipts for required assets are processed.
6. Monitor the repair cycle.

7. Direct excess reporting under Recoverable Items Program.
8. Monitor the washout, mean time between failure and repair rates.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Capt

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. MCO P4400.82\_, MUMMS Control Item Management Manual
3. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3002.26.08 (CORE PLUS) DIRECT THE MATERIAL OBLIGATION VALIDATION (MOV) AND BACKORDER VALIDATION (BOV)

CONDITION(S): Given a series of Integrated Material/Weapons system Manager (IMM), Sources of Supply (SOS) and General Account (GA) requests for requirement validation, access to an automated system with applicable software and internet connectivity, and references.

STANDARD(S): To validate requirements to the IMM/SOS/GA.

PERFORMANCE STEPS:

1. Initiate the MOV process.
2. Conduct MOV/BOV reconciliation with unit supply section.
3. Review generated exceptions.
4. Take appropriate action on generated exceptions.
5. Respond to IMM/SOS request for validation within the required timeframe.
6. Review generated BOV performance report.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Capt

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3002.26.09 (CORE PLUS) MANAGE THE DEPLOYMENT SUPPORT UNIT

CONDITION(S): Given assignment to the Deployment Support Unit of the Intermediate Supply Support Activity, the requirement to provide deployed unit support of Class IX (repair parts) and secondary reparable blocks, access to an automated system with applicable software and internet connectivity, and the references.



STANDARD(S): To provide supply support to deployed units.

PERFORMANCE STEPS:

1. Conduct inventory management procedures to include causative research, vouchering, and file maintenance.
2. Coordinate the running of generator packages to meet deploying unit Equipment Density Listing Class IX and secondary reparable requirements.
3. Reconcile generator package listings with the supported unit to validate and adjust the requirements recommended by the generator package.
4. Coordinate the issue of operating stock and secondary reparable blocks.
5. Coordinate through the General Account the restocking of operating stock and secondary reparable blocks.
6. Expedite resupply to deployed units as required.
7. Coordinate the turn-in of operating stock and secondary reparable blocks issued to a designated responsible officer (RO) assigned to support the deployed units.
8. Make appropriate file adjustments.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Capt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
2. UM 4400.124, SASSY Using Unit Procedures

MCO 1510.73C  
DRAFT

DUTY AREA 27 - STORAGE AND DISTRIBUTION: CAPT

Appendix A to  
ENCLOSURE (6)

DUTY AREA 41 - PROPERTY ACCOUNTING: MAJOR

MCO 1510.73C  
DRAFT

DUTY AREA 42 - REQUISITIONING: MAJOR

Appendix A to  
ENCLOSURE (6)

DUTY AREA 43 - FINANCIAL MANAGEMENT: MAJOR

MCO 1510.73C  
DRAFT

DUTY AREA 44 - MISCELLANEOUS: MAJOR

Appendix A to  
ENCLOSURE (6)

DUTY AREA 45 - COMBAT SERVICE SUPPORT: MAJOR

TASK: 3002.45.01 (CORE PLUS) DEVELOP SUPPLY SUPPORT PLANS IN SUPPORT OF MULTIPLE AREAS OF OPERATION

CONDITION(S): Given information on the supplies available, ability to transport supplies, supply priority established by the units, information on requirements of units to be supported, unit SOP, access to an automated system with applicable software, and the references.

STANDARD(S): To support operations/mission objectives.

PERFORMANCE STEPS:

1. Review the references.
2. Review supported units' LOI and support requirements, when applicable.
3. Review the assigned support missions.
4. Write the supply support plan, to include receipt, issue, storage, disposal, and transportation of all classes of supply.
5. Ensure compliance with the references, mission objectives, and concept of operations.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Maj

REFERENCE(S):

1. FM 101-5
2. Local SOP
3. MCWP 4-1
4. MCWP 4-11
5. MCWP 4-11.7/ 4-6
6. MCWP 4-12
7. MCWP 5-2A/ 5-12A
8. FM 100-15, Larger Units Operations
9. FMFM 4-1, Combat Service Support Operations
10. JOINT PUB 5-3.1, Joint Operation Planning and Execution System, Vol. I (Planning, Policy & Procedures)
11. JOINT PUB 5-3.2, Joint Operation Planning and Execution System, Vol. 2
12. MCO 4400.16\_, Uniform Material Movement Issue and Priority System
13. MCO P4400.150\_, Consumer Level Supply Manual

14. OH 1-5, Maritime Prepositioning Force (MPF) Operations
15. OH 4-1, Operator Handbook for Logistics
16. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3002.45.02 (CORE PLUS) MANAGE MAGTF WAR RESERVE MATERIEL

CONDITION(S): Given a MAGTF operation contingency, the requirement for War Reserve Materials, an operation order/warning order, local SOP, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To support the MAGTF operation and provide replacement assets as required.

PERFORMANCE STEPS:

1. Review operation order/warning order to determine mission requirement.
2. Review and validate requirements for all classes of supply, excluding Class X.
3. Review Operation Plan (OPLAN) for additional Type III and clothing requirements.
4. Coordinate with other Staff officers as necessary (i.e. with Health Services Support (HSS) for determining Class VIII requirements).
5. Determine War Reserve Material requirements for all classes of supply (less Class X), including Type III requirements.
6. Register additional requirements for deployments with the Marine Corps Materiel Command (MATCOM).
7. Ensure that MDSS II data is current for the unit.
8. Develop plans to identify, collect and redistribute equipment that will not be embarked with the deploying unit.
9. Identify equipment that will be registered as Remain Behind Equipment (RBE) to MATCOM as required by the references.
10. Develop plans to distribute required prepositioned equipment.
11. Exercise management control over storage, maintenance, and Care Of Supplies in Storage (COSIS).

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Maj

REFERENCE(S):

1. FM 101-5
2. Local SOP
3. MCWP 4-1
4. MCWP 4-11

Appendix A to  
ENCLOSURE (6)



5. MCWP 4-11.7/ 4-6
6. MCWP 4-12
7. MCWP 5-2A/ 5-12A
8. MCO P3000.18, Marine Corps Planner's Manual
9. MCO P4400.39\_, War Reserve Material Policy Manual

---

TASK: 3002.45.03 (CORE PLUS) MANAGE MARINE CORPS WAR RESERVE REQUIREMENTS

CONDITION(S): Given the requirement to compute, register, and manage Marine Corps war reserve requirements for a MEF, local SOP and operation plans, access to an automated system with applicable software and internet connectivity, and the reference.

STANDARD(S): To support Marine Corps contingency plans.

PERFORMANCE STEPS:

1. Review local SOPs and operation plans to determine requirements.
2. Compute and register war reserve requirements for Class II, IV, and IX.
3. Ensure that war reserve requirements for Class I, III, V, VI, VII and VIII are received from higher headquarters.
4. Identify Class VIII requirements to the Navy Medical Logistics Command.
5. Identify war reserve material deficiencies to the Integrated Material Manager.
6. Perform war reserve withdrawal and supportability tests.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Maj

REFERENCE(S):

1. FM 101-5
2. Local SOP
3. MCWP 4-1
4. MCWP 4-11
5. MCWP 4-11.7/ 4-6
6. MCWP 4-12
7. MCWP 5-2A/ 5-12A
8. MCO P4400.39\_, War Reserve Material Policy Manual

DUTY AREA 46 - INTERMEDIATE SUPPLY SUPPORT: MAJOR

TASK: 3002.46.01 (CORE PLUS) DIRECT AUTOMATED INFORMATION SYSTEM DATA PROCESSING

CONDITION(S): Given assignment as the operations officer with the Intermediate Supply Support Activity, mainframe computers with required software and connectivity, the requirement to schedule Mainframe updates, and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Monitor local Mainframe input.
2. Supervise the cycle update.
3. Resolve update problems.
4. Monitor local Mainframe output.
5. Transfer usage data between Intermediate Supply Support Activities when required.
6. Conduct module changes as directed by higher headquarters.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Maj

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3002.46.02 (CORE PLUS) DIRECT MAINTENANCE OF THE REPARABLE ISSUE POINT ASSETS AND RECORDS

CONDITION(S): Given a reparable issue point, secondary repairables, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Plan and budget for all repairables under the Defense Base Operation Fund (DBOF) concept.
3. Validate Maintenance Float Consolidated List authorized allowances.
4. Validate quantities due from maintenance sub-float activities.
5. Monitor carcass exchange credits.
6. Review the Recommended Buy List.
7. Monitor requisitions for secondary repairables.

8. Screen for float assets from all available sources prior to inducting new requisitions.
9. Monitor Marine Corps Integrated Maintenance Management System (MIMMS) transactions for issue and repair of secondary repairables.
10. Monitor receipts of secondary repairables from all sources.
11. Review Due and Status File (DASF).
12. Ensure all DASF discrepancies are identified.
13. Verify corrective action for DASF discrepancies has been processed.
14. Establish sub-issue float points as required.
15. Direct annual recomputation of secondary repairable allowances.
16. Review all edit errors and exception reports and take appropriate corrective action.
17. Ensure MIMMS Daily Processing Report is reconciled with the Consolidated Asset Listing and DASF to validate all dues from repair.
18. Review requests for disposition instructions for controlled secondary repairables.
19. Monitor packaging and handling of electro-static discharge sensitive repair parts.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Maj

REFERENCE(S):

1. MCO 2410.2\_, Electromagnetic Environmental
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
3. SI 4400-15/1\_, Marine Corps Supply Instructions
4. TI 4400-15/1, Packaging, Handling, Storage and Transportation of Electrostatic Discharge Sensitive Items
5. TM 9999-15/2, Electrostatic Discharge (ESD) Management
6. UM 4400.123, FMF SASSY Management Unit Procedures

MCO 1510.73C  
DRAFT

DUTY AREA 47 - STORAGE AND DISTRIBUTION: MAJOR

Appendix A to  
ENCLOSURE (6)

MOS 3010, GROUND SUPPLY OPERATIONS OFFICER

DUTY AREA 01 - PROPERTY ACCOUNTING: WO

TASK: 3010.01.01 (CORE) MANAGE ALLOWANCES

CONDITION(S): Given a Table of Organization (T/O), a Table of Equipment (T/E), Special Allowance/Command adjustment authorization letters, Property Accounting Document, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure equipment allowances will be identified and managed on the Property Accounting Document.

PERFORMANCE STEPS:

1. Compute weapons and individual equipment allowances per the T/O.
2. Load all authorized allowances, special allowances and command adjustments to the Property Control Document.
3. Reconcile the Property Control Document with the T/E.
4. Reconcile the Property Control Document, T/E, and MDSSII as required.
5. Direct corrective action is taken on the Property Control Document when required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3010.01.02 (CORE) SUBMIT T/O&E CHANGE REQUESTS

CONDITION(S): Given a requirement to adjust unit allowances, the unit's Table of Organization and Equipment (T/O&E), special allowance authorization, Type 2 authorized allowances, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure the unit's accountable records accurately reflect Type 1 and 2 allowances established by the T/E, unit T/O, special allowances authorization, and Type 2 authorized allowances.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile T/E, T/O, Type 2, and special allowances to quantities listed on the allowance field of the accountable record.

3. Identify discrepancies.
4. Submit T/O&E change requests.
5. Monitor change requests until approved or denied.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S): (NONE)

---

TASK: 3010.01.03 (CORE) MANAGE REDISTRIBUTIONS

CONDITION(S): Given on-hand assets, allowance documents, property control document, access to an automated system with applicable software, and the references.

STANDARD(S): To redistribute excess assets in accordance with the references.

PERFORMANCE STEPS:

1. Validate excess equipment reflected on the property accounting document is actually on hand.
2. Report excess equipment.
3. Submit a request for disposition instructions for controlled items as required.
4. Verify transactions are processed.
5. Verify property accounting document is updated.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
  2. MCO P4400.82\_, MUMMS Control Item Management Manual
  3. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3010.01.04 (CORE) DIRECT DISPOSAL OF DAMAGED OR DETERIORATED SUPPLIES AND EQUIPMENT

CONDITION(S): Given unserviceable material and references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Validate condition of the equipment.
2. Supervise turn-in to the Defense Reutilization Marketing Office, as required.

3. Validate Property Accounting Document has been adjusted as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
  2. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3010.01.05 (CORE) MANAGE CONTROLLED ITEMS

CONDITION(S): Given a requirement to account for controlled items, Property Control Document, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify all items with a Controlled Item Code (CIC) of A through I.
2. Submit requests for disposition instructions for controlled items, as required.
3. Request document number to order deficiencies as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
  2. MCO P4400.82\_, MUMMS Control Item Management Manual
  3. UM 4400.120, Asset Tracking for Logistics Supply System
  4. UM 4400.123, FMF SASSY Management Unit Procedures
  5. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3010.01.06 (CORE) MANAGE THE ROLLBACK OF EXCESS MATERIAL

CONDITION(S): Given excess material to be rolled back and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify excess material to be rolled back.
2. Verify excess material is rolled back.
3. Validate property accounting record is adjusted as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3010.01.07 (CORE) MANAGE THE MAINTENANCE OF RESPONSIBLE OFFICER (RO) ACCOUNTS

CONDITION(S): Given Responsible Officer (RO) accounts, pending transactions, supporting documentation, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify that responsible officers are appointed in writing by the commanding officer.
2. Verify that all RO acceptance letters are on file.
3. Verify that adjustments to RO accounts are processed.
4. Conduct reconciliations with ROs as directed in the references.
5. Resolve any discrepancies with RO accounts.
6. Endorse Requests for Investigation submitted by ROs as required.
7. Direct annual inventories of RO accounts per the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3010.01.08 (CORE) CONDUCT ANNUAL INVENTORY



CONDITION(S): Given a using unit supply account, property control documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure all assets are accounted for on property control documents in accordance with the references.

PERFORMANCE STEPS:

1. Supervise the inventory of on-hand items.
2. Identify variances for all items on the Property Control Documents.
3. Identify all on-hand items that are not listed on the Property Control Document.
4. Conduct causative research for variances as required.
5. Initiate requests for investigative action as required.
6. Report results of inventory to Commanding Officer.
7. Obtain authorization to make adjustments to Property Control Document in accordance with the references.
8. Verify all adjustment transactions are processed.
9. Maintain record of inventory on file in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.150\_, Consumer Level Supply Manual

---

TASK: 3010.01.09 (CORE) CONDUCT SPOT/CYCLICAL INVENTORY

CONDITION(S): Given a using unit supply account, the Property Control Document, access to an automated system with applicable software and internet connectivity, and the reference.

STANDARD(S): To ensure assets are accounted for in accordance with the references.

PERFORMANCE STEPS:

1. Direct spot inventories of specific TAMCNs for immediate feedback of on-hand accuracy.
2. Direct a cyclic inventory schedule to continually monitor the accountability of assets.
3. Identify variances for selected items between the counts and the Property Control Documents.

4. Conduct causative research for variances as required.
5. Initiate requests for investigative action as required.
6. Report results of inventory to Commanding Officer.
7. Obtain authorization to make adjustments to Property Control Document in accordance with the references.
8. Verify all adjustment transactions are processed.
9. Maintain record of inventory on file in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
  2. MCO P4400.150\_, Consumer Level Supply Manual
- 

TASK: 3010.01.10 (CORE) MAINTAIN MONEY VALUE GAIN/LOSS (MVGL) REPORT

CONDITION(S): Given Money Value Gain/Loss Notices, supporting documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review Money Value Gain/Loss Notices and supporting documentation.
2. Research all computer-generated gains to ascertain cause.
3. Obtain required certification from the Commanding Officer.
4. Verify that Money Value Gain Loss Notice reports are maintained per the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
  2. UM 4400.120, Asset Tracking for Logistics Supply System
- 

TASK: 3010.01.11 (CORE) MANAGE SUBSIDIARY RECORDS/SYSTEMS FOR NON-ISSUED SERIALIZED GEAR

CONDITION(S): Given serialized highly pilferable items and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify serialized and highly pilferable items.
2. Inventory nonissued serialized and highly pilferable items.
3. Complete subsidiary records on all items inventoried per the references.
4. Maintain Sub-Custody Records, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4400.15, Organic Property Control

ADMINISTRATIVE INSTRUCTIONS: A unit may use a CMR account for the warehouse for accountability; however, the supply officer remains responsible for assets in the warehouse.

---

TASK: 3010.01.12 (CORE) MAINTAIN SMALL ARMS REPORT

CONDITION(S): Given a requirement to manage serialized small arms, Property Control Document, Serialized Small Arms Report, supporting documentation, RO account, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure the Serialized Small Arms Report is verified and returned to Naval Surface War-fighting Center Division (NAVSURFWARCENDIV), Crane, Indiana, in accordance with the references.

PERFORMANCE STEPS:

1. Verify the Commanding Officer has appointed an Inventory Officer to conduct the Small Arms inventory.
2. Ensure an inventory is conducted by the Inventory Officer, in accordance with the references.
3. Reconcile variances identified by the Inventory Officer between the counts and the Property Control Documents.
4. Conduct causative research for variances as required.
5. Initiate requests for investigative action as required.
6. Report results of inventory to Commanding Officer.

7. Forward the Serialized Small Arms Report to the Commanding Officer for signature.
8. Submit Serialized Small Arms Report to NAVSURFWARCENDIV, Crane, Indiana, in accordance with the references.
9. Obtain authorization to make adjustments to Property Control Document in accordance with the references, as required.
10. Verify all adjustment transactions are processed as required.
11. Verify that all changes to serialized small arms inventory are reported to NAVSURFWARCENDIV, Crane, Indiana immediately as they occur.
12. Verify that a copy is maintained on-hand, in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO 8300.1\_, USMC Serialized Control of Small Arms System
2. MCO P4400.150\_, Consumer Level Supply Manual

---

TASK: 3010.01.13 (CORE) MANAGE TEMPORARY LOAN FILES

CONDITION(S): Given a requirement for the temporary loan of assets, Equipment Custody Records, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify that proper authorization is provided prior to initiating temporary loans.
2. Verify that temporary loans are issued using Equipment Custody Records.
3. Verify temp loans are returned within required timeframes.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3010.01.14 (CORE PLUS) MANAGE NON-T/E ASSETS

CONDITION(S): Given the requirement to account for non-T/E assets, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with local SOP and the references.

PERFORMANCE STEPS:

1. Account for Garrison Property as required.
2. Account for Morale, Welfare, and Recreation Equipment as required.
3. Account for consumable supplies as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3010.01.15 (CORE) MANAGE THE CONTROL OF INDIVIDUAL EQUIPMENT

CONDITION(S): Given accountable assets, locator decks, individual equipment issue point, Individual Memorandum Receipts, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure all individual equipment is maintained, issued, and accounted for in accordance with the references.

PERFORMANCE STEPS:

1. Maintain adequate issue point security.
2. Verify serviceability of issue point stocks.
3. Verify that all individual equipment is properly issued and subcustodied on Individual Memorandum Receipts (IMR) or appropriate automated system records.
4. Verify that IMRs (or substitute system records) are reconciled with the unit alpha roster on a monthly basis.
5. Conduct inventories as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. Internal Management Control Reference
2. Local SOP

3. MCO P4400.150\_, Consumer Level Supply Manual
4. MCO P4450.7\_, Marine Corps Warehousing Manual
5. UM 4400.120, Asset Tracking for Logistics Supply System
6. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3010.01.16 (CORE) MANAGE SUPPLY RELATED INVESTIGATIONS

CONDITION(S): Given a completed supply related investigation and the references.

STANDARD(S): To ensure investigations are vouchered and adjustments to property control documents made as required in accordance with the references.

PERFORMANCE STEPS:

1. Verify investigation is vouchered.
2. Verify adjustment transactions are processed and vouchered as required.
3. Redline investigations in accordance with the reference.
4. Verify investigations are maintained on file in accordance with the references.
5. Comply with applicable recommendations of the investigating officer that are approved by the Commanding Officer.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3010.01.17 (CORE) ASSIST IN MAINTAINING THE MARINE CORPS GROUND EQUIPMENT RESOURCE REPORTABLE (MCGERR) ITEMS

CONDITION(S): Given maintenance readiness reports, Property Control Document, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure all MCGERR reportable items are on-hand.

PERFORMANCE STEPS:

1. Reconcile the T/E with Marine Corps Bulletin 3000 quarterly.
2. Validate all MCGERR reportable items are on the maintenance readiness report.
3. Review maintenance readiness report for supply related deficiencies.

4. Monitor requisitions for MCGERR items.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
- 

TASK: 3010.01.18 (CORE) ANALYZE PROPERTY ACCOUNTING REPORTS

CONDITION(S): Given mechanized system reports, Property Control Document, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure the property accounting documents are maintained current.

PERFORMANCE STEPS:

1. Review exception reports.
2. Review error reports.
3. Review voucher dumps as required.
4. Review history file reports as required.
5. Reconcile discrepancies between the mechanized system reports and the Property Control Documents.
6. Take corrective action as required, in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures

DUTY AREA 02 - REQUISITIONING: WO

TASK: 3010.02.01 (CORE) MANAGE PROCESSING OF ADDITIONAL DEMANDS

CONDITION(S): Given an additional demand, requirements to repair/replace components of end items, maintenance order, maintenance part request, SL-3/4 as applicable, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure additional demands are processed per the references.

PERFORMANCE STEPS:

1. Verify that technical research has been conducted.
2. Verify that additional demands have been accurately processed.
3. Verify that maintenance orders have been appropriately approved and opened.
4. Verify that maintenance part requests have been accurately processed.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4790.5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Maintenance Order - ERO (Equipment Repair Order)  
Maintenance Part Request - EROSL (Equipment Repair Order Shopping List)

---

TASK: 3010.02.02 (CORE) MANAGE UNIFORM MOVEMENT ISSUE AND PRIORITY SYSTEM

CONDITION(S): Given a Document Control File, Unit Performance Report, access to Force/Activity Designator (FAD), Urgency of Need Designator (UND), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure priorities are assigned based on the actual UND.
2. Ensure written guidance is provided regarding appropriate utilization of the priority system.
3. Identify priority abuse.
4. Ensure the corrective action is accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: WO



REFERENCE(S):

1. MCO 4400.16\_, Uniform Material Movement Issue and Priority System
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.124, SASSY Using Unit Procedures
5. UM 4400.15, Organic Property Control

---

TASK: 3010.02.03 (CORE) MANAGE MAINTENANCE OF REQUISITIONS

CONDITION(S): Given a maintenance order demands list, maintenance part request, Additional Demands List (ADL), Document Control File, daily maintenance transaction list, the maintenance records status files, a pending requisition file, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Schedule and verify that reconciliations are conducted every two weeks with supported customers.
2. Validate that all problems are resolved and necessary cancellation, follow-up, discrepancies in shipment, or modification actions are initiated as required.
3. Evaluate outcome of reconciliations.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3010.02.04 (CORE) MANAGE DAILY MAINTENANCE TRANSACTIONS LIST

CONDITION(S): Given a daily maintenance transaction list, maintenance order, maintenance part request, and maintenance records status files, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify that pending maintenance orders on the daily maintenance transactions list have been reconciled and processed on the maintenance records status files.
2. Ensure transactions to correct errors have been submitted.
3. Ensure reconciliations with commodities are performed.
4. Conduct periodic reviews per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
2. UM 4400.124, SASSY Using Unit Procedures
3. UM 4790.5, MIMMS (AIS) Field Users Manual

---

TASK: 3010.02.05 (CORE PLUS) MANAGE THE RECONCILIATION OF THE MATERIAL OBLIGATION VALIDATION/BACKORDER VALIDATION

CONDITION(S): Given an MOV/BOV, Document Control File, MOV/BOV reconciliation schedule, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with references.

PERFORMANCE STEPS:

1. Reconcile all requirements against the MOV/BOV as directed.
2. Validate the annotation of the appropriate listings/documents.
3. Comply with quarterly MOV/BOV requirements.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.123, FMF SASSY Management Unit Procedures
4. UM 4400.124, SASSY Using Unit Procedures
5. UM 4400.15, Organic Property Control

---

TASK: 3010.02.06 (CORE) MANAGE THE SUPPLY DISCREPANCY REPORT

CONDITION(S): Given a requirement to submit a Supply Discrepancy Report (SDR), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine the type of discrepancy.
3. Determine the distribution of SDR.
4. Audit the prepared SDR.
5. Monitor use of on-line SDR submission to Defense Logistics Agency.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DLA HANDBOOK, Defense Logistics Agency Customer Service Handbook
2. SECNAVINST 4355.18, Reporting of Items and Packaging Discrepancies
3. UM 4400.123, FMF SASSY Management Unit Procedures
4. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3010.02.07 (CORE) ANALYZE THE REQUISITION MANAGEMENT REPORTS

CONDITION(S): Given the requisition management reports, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Interpret information on the requisition management reports.
2. Identify problem areas.
3. Initiate corrective action as required.
4. Verify that corrective action is accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: WO

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
2. UM 4400.124, SASSY Using Unit Procedures

DUTY AREA 03 - FINANCIAL MANAGEMENT: WO

TASK: 3010.03.01 (CORE) PREPARE ANNUAL BUDGET

CONDITION(S): Given local budget guidance from the comptroller, commodity manager's resource requirements, budget execution activity (BEA) management reports, past spending history, previous year's annual and midyear budget, budget documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review local budget guidance.
2. Collect and review all historical and current information affecting the budget, to include annual training and operations.
3. Consolidate all maintenance, T/E, inventory, training, administrative, replenishment/replacement, and other deficiencies.
4. Identify and segregate all requirements for Planning Estimate (PE) funding and Requisition Authority (RA) funding.
5. Hold an internal budget review with commodity managers.
6. Identify funding deficiencies by comparing total resource requirements with annual authorizations.
7. Construct draft budget and deficiency report.
8. Prioritize and justify funding deficiencies.
9. Obtain Commanding Officer's approval.
10. Submit final budget and deficiency report.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. NAVMC 2664
3. NAVSO P3006
4. DOD 7000.14-R, Financial Management Regulation
5. MCO P7100.8\_, Field Budget Guidance Manual
6. MCO P7300.21, SABRS Financial Procedures Manual
7. SABRS USER MANUAL, Standard Accounting, Budgeting, and Reporting System (SABRS) Manual

TASK: 3010.03.02 (CORE) EXECUTE BUDGET/SPENDING PLAN

CONDITION(S): Given a funding authorization, source documents, material and services reports, budget execution activity (BEA) management reports, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure funds are expended per the budget submitted.

PERFORMANCE STEPS:

1. Review the budget.
2. Manage source documents.
3. Verify that obligations do not exceed authorizations.
4. Perform fiscal reconciliation between the pending, obligated, and completed files with the SABRS management reports.
5. Manage reconciliation actions Requisition Authority (RA) obligations.
6. Validate all unliquidated obligations (ULO), to include travel orders (TAD).
7. Resolve ULO discrepancies.
8. Meet quarterly obligation goals.
9. Identify deficiencies to commanding officer.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. Local SOP
2. DOD 7000.14-R, Financial Management Regulation
3. MCO 10110.40\_, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations
4. MCO P7100.8\_, Field Budget Guidance Manual
5. MCO P7300.21, SABRS Financial Procedures Manual

---

TASK: 3010.03.03 (CORE) CONDUCT MIDYEAR REVIEW

CONDITION(S): Given budget guidance, a current budget, usage data, projected requirements, previous year's budget, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure adequate funds are available to support mission requirements through the end of the fiscal year.

PERFORMANCE STEPS:

1. Review current fiscal year budget, usage data, projected requirements, and previous year's operational budget to determine unfunded requirements.
2. Consolidate and prioritize all maintenance, T/E, inventory, training, administrative, replenishment/replacement, and other deficiencies.
3. Prepare midyear review per the reference and local guidance.
4. Brief the Commanding Officer on the state of the midyear review.
5. Submit the midyear review.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P7100.8\_, Field Budget Guidance Manual

---

TASK: 3010.03.04 (CORE) MANAGE FISCAL ACCOUNTABILITY

CONDITION(S): Given budget guidance, a current budget, weekly available balance reports, document control file, Standard Accounting Budgeting and Reporting System (SABRS) reports, budget execution activity (BEA) management reports, fiscal logbook, pending and completed fiscal files, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure financial resources are correctly accounted for and records maintained in accordance with the references.

PERFORMANCE STEPS:

1. Maintain appointment and revocation letters on file for the supply officer and fiscal clerk.
2. Manage source documents.
3. Manage the extract and maintenance of required fiscal reports from SABRS and SMARTS.
4. Manage the reconciliation between SABRS and the supply mainframe and/or the supply operating system.
5. Manage the available balances.
6. Brief the Commanding Officer on the status of funds on a regular basis.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. Local SOP

2. DOD 7000.14-R, Financial Management Regulation
3. MCO 5212.5\_, Records Disposition Manual
4. MCO P7100.8\_, Field Budget Guidance Manual
5. MCO P7300.21, SABRS Financial Procedures Manual

---

TASK: 3010.03.05 (CORE) CONDUCT ANNUAL CLOSEOUT

CONDITION(S): Given local closeout guidance from the comptroller and the intermediate supply support activity (ISSA), budget execution activity (BEA) management reports, material and services reports, unfunded requirements, an approved budget, year-end spending plan, outstanding obligations, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To ensure obligation percentages do not exceed total authorization.

PERFORMANCE STEPS:

1. Review guidance from comptroller.
2. Closeout all reimbursable funding documents.
3. Collect, review, and prioritize all known end-of-year spending requirements for both Requisition Authority (RA) funds and Planning Estimate (PE) funds.
4. Create a spending plan for end-of-year funds.
5. Create a prioritized funding deficiency report for possible distribution of additional end-of-year funds.
6. Verify obligation percentages are met per the budget/spending plan and local closeout guidance.
7. Manage unliquidated orders, taking corrective action for all invalid obligations and liquidations.
8. Verify that results from closeout are submitted to higher headquarters.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. DOD 7000.14-R, Financial Management Regulation
3. MCO P7100.8\_, Field Budget Guidance Manual

---

TASK: 3010.03.06 (CORE PLUS) MANAGE FISCAL FOR UNIT FUNDED EXERCISES

CONDITION(S): Given an exercise operations order, task organization list, equipment density list (EDL), unit/commodity exercise requirements historical fiscal after action reports, historical exercise requirements, and the references.

STANDARD(S): To determine the requirements and financially support the exercise.

PERFORMANCE STEPS:

1. Review the exercise operations order, task organization, EDL, historical fiscal after action reports, historical exercise requirements and the references.
2. Validate unit/commodity exercise requirements with logistics officer and commodity managers.
3. Create a fiscal estimate for all classes of supply and exercise support requirements.
4. Determine the feasibility of financially supporting the exercise within the established budget, and/or identify potential external funding sources.
5. Brief Commanding Officer on the fiscal estimate, feasibility, and financial impact to the unit.
6. Request financial information pointers (FIP) from the comptroller in order to identify the exercise costs.
7. Manage funds and fiscal logbooks/files in support of the exercise.
8. Identify all exercise costs and maintain source documents.
9. Create a fiscal after action report detailing all exercise costs.
10. Brief the Commanding Officer of the fiscal after action report and the impact on the budget.
11. File the fiscal after action report and all supporting exercise information for historical reference.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. DOD 7000.14-R, Financial Management Regulation
3. MCO P7100.8\_, Field Budget Guidance Manual

---

TASK: 3010.03.07 (CORE PLUS) MANAGE FISCAL FOR EXTERNALLY FUNDED EXERCISES

CONDITION(S): Given an exercise operations order, task organization list, equipment density list (EDL), fiscal letter of instruction, unit/commodity exercise requirements historical fiscal after action reports, historical exercise requirements, and the references.



STANDARD(S): To determine the requirements and financially support the exercise with external funding.

PERFORMANCE STEPS:

1. Review the exercise operations order, task organization, EDL, fiscal letter of instruction, historical fiscal after action reports, historical exercise requirements, and the references.
2. Identify unit/commodity exercise requirements with logistics officer and commodities.
3. Create a fiscal estimate for all classes of supply and exercise support requirements.
4. Brief Commanding Officer on the fiscal estimate, and support requirements for the exercise.
5. Submit the fiscal estimate (requirements) to the external agency providing funding.
6. Identify the amount of funding provided by the external agency.
7. Revise the fiscal estimate in accordance with the amount of funding provided, identifying any funding deficiencies and their impact on the exercise.
8. Request financial information pointer (FIP), which cites the external funding, from the comptroller to identify the exercise costs.
9. Manage funds and fiscal logbooks/files in support of the exercise.
10. Identify all exercise costs and maintain source documents.
11. Create a fiscal after action report, which details all exercise costs, to external agencies providing funding.
12. Brief the Commanding Officer of the fiscal after action report and the impact on the budget.
13. Submit fiscal after action report to the external agency providing funding.
14. Reconcile cost identified in fiscal after action report with funding provided by external agencies.
15. File the fiscal after action report and all supporting exercise information for historical reference.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. Local SOP
2. DOD 7000.14-R, Financial Management Regulation
3. MCO P7100.8\_, Field Budget Guidance Manual

---

TASK: 3010.03.08 (CORE PLUS) MANAGE REIMBURSABLE FUNDING

CONDITION(S): Given a support agreement, a requirement for a reimbursable, access to an automated system, internet access, appropriate software, and the reference.

STANDARD(S): To establish and manage reimbursable funding.

PERFORMANCE STEPS:

1. Identify the requirements of the support (reimbursable) agreement, to include any required reports.
2. Coordinate the reimbursable agreement with the external agency and the comptroller.
3. Execute funds provided by the reimbursable document.
4. Coordinate with the comptroller to close the reimbursable once all requirements have been met.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. DOD 7000.14-R, Financial Management Regulation

---

TASK: 3010.03.09 (CORE PLUS) MANAGE THE UNIT'S GOVERNMENT CREDIT CARD PROGRAM

CONDITION(S): Given a government credit card, access to an automated system with applicable software internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify the approving official and government credit card holders for the using unit.
2. Direct the appropriate training for certification as an approving official and government credit card holder.
3. Maintain all appointment letters, revocation letters, and regulations on file.
4. Supervise an internal control program for the security of the government credit cards.
5. Supervise the validation of each government credit card purchase and the monthly government credit card bills by the approving official.
6. Supervise the payment of the government credit card by the approving official.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4200.15\_, USMC Purchasing Procedures Manual
  2. MCO P7000.14\_, Marine Corps Cost Factor Manual
  3. MCO P7300.21, SABRS Financial Procedures Manual
  4. UM 4400.124, SASSY Using Unit Procedures
  5. UM 4400.15, Organic Property Control
- 

TASK: 3010.03.10 (CORE PLUS) DIRECT PURCHASES USING THE GOVERNMENT CREDIT CARD

CONDITION(S): Given a government credit card, purchase requirement, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify the purchase requirements.
2. Determine if the purchase is within the supply officer's authority and adhere to the government credit card regulations.
3. Identify and select a source of supply in accordance with the reference.
4. Direct a government credit card holder to make the purchase.
5. Validate the requirements of the purchase were met.
6. Supervise the Standard Accounting and Budgeting Reporting System (SABRS) obligation of the purchase.
7. Verify credit card bill and submit for payment.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4200.15\_, USMC Purchasing Procedures Manual
3. MCO P7000.14\_, Marine Corps Cost Factor Manual
4. MCO P7300.21, SABRS Financial Procedures Manual
5. UM 4400.124, SASSY Using Unit Procedures
6. UM 4400.15, Organic Property Control

TASK: 3010.03.11 (CORE PLUS) INITIATE PURCHASING AND CONTRACTING REQUESTS

CONDITION(S): Given a purchase or contracting requirement, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To meet the support requirements.

PERFORMANCE STEPS:

1. Identify the purchase or contract requirements.
2. Initiate a purchase/contract request through the process used by the local purchasing and contracting agency.
3. Supervise the required Standard Accounting and Budgeting Reporting System (SABRS) data entry to obligate funding for the purchase or contract.
4. Validate the purchase or contract requirements were met.
5. Monitor the proper liquidation of the SABRS obligation.
6. Identify and correct all discrepancies with the purchase or contract support or liquidations to the local purchasing and contracting agency.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: WO

REFERENCE(S):

1. Local SOP
  2. MCO P4200.15\_, USMC Purchasing Procedures Manual
  3. MCO P7000.14\_, Marine Corps Cost Factor Manual
  4. MCO P7300.21, SABRS Financial Procedures Manual
  5. UM 4400.124, SASSY Using Unit Procedures
  6. UM 4400.15, Organic Property Control
- 

TASK: 3010.03.12 (CORE) MANAGE THE PROCUREMENT OF SUPPLIES THE DIRECT SUPPORT STOCK CONTROL (DSSC)

CONDITION(S): Given a DSSC card, shopping list, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To maintain accountability of DSSC purchases.

PERFORMANCE STEPS:

1. Review local DSSC procedures.
2. Implement an internal control program for DSSC purchases and fuel purchases.

3. Verify the letters of delegation of authority are signed, submitted, approved, and maintained on file.
4. Approve DSSC and fuel requests, ensuring that sufficient funds are available.
5. Validate DSSC receipts against the DSSC shopping lists.
6. Validate fuel log against fuel consumption report as required.
7. Manage the reconciliation of SABRS summary transactions against the DSSC receipts.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.76\_, DSSC Manual
3. MCO P7300.21, SABRS Financial Procedures Manual

---

TASK: 3010.03.13 (CORE) VALIDATE THE COLLECTION AND TURN IN OF GOVERNMENT FUNDS

CONDITION(S): Given the requirement to collect funds, an appointed authorized custodian, Cash Sales/Request for Checkage for Government Property (NAVMC 6), voucher for reimbursement and/or collection (DD Form 1131), cash meal payment sheet (NAVMC 10298), accountable records, completed missing gear statement, access to an automated system with appropriate software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify that Authorized Custodians/Audit Verification Officers are properly appointed in writing.
2. Verify that a separate safe has been assigned to each appointed Authorized Custodian for their exclusive use.
3. Verify that supporting documentation for source of funds collected are administratively correct.
4. Verify that funds are turned in to a disbursing officer within the time frames required by the references.
5. Verify that property record adjustments are made to accountable balances as required.
6. Conduct periodic internal reviews in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

MCO 1510.73C

DRAFT

1. DOD 7000.14-R, Financial Management Regulation
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4400.15, Organic Property Control

Appendix B to  
ENCLOSURE (6)

DUTY AREA 04 - MISCELLANEOUS: WO

TASK: 3010.04.01 (CORE) PREPARE SUPPLY OFFICER'S AND COMMANDING OFFICER'S CERTIFICATE OF RELIEF

CONDITION(S): Given an existing 5-year file, Table of Organization (T/O) and related on-board manning levels, Table of Equipment (T/E) shortages, financial status, on-going project status, supply inspection results, notice of forthcoming inspections, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Compile the necessary information required per the references.
2. Analyze unit supply office files/records to determine accuracy.
3. Draft the relief letter.
4. Verify the accuracy of the letter.
5. Date the letter as of the date of relief.
6. Provide the letter to the relieving supply or commanding officer.
7. Ensure a copy of the letter is filed in the 5-year file.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. SECNAVINST 5215.5, Records Retention and Disposition
3. SECNAVINST 5216.5\_, Correspondence Manual
4. UM 4400.124, SASSY Using Unit Procedures
5. UM 4400.15, Organic Property Control

---

TASK: 3010.04.02 (CORE) PREPARE ENDORSEMENT ON OUTGOING SUPPLY OFFICER'S CERTIFICATE OF RELIEF

CONDITION(S): Given an existing 5-year file, the outgoing supply officer's Certificate of Relief, personnel staffing status, Table of Equipment (T/E) status, financial status, project status, inspection results, notice of upcoming inspections, personal assessment regarding status of account, access to an automated system with applicable software, and the references.

STANDARD(S): To accurately depict the overall status of the supply account at the time of turnover.

PERFORMANCE STEPS:

1. Inspect the condition of the records, inventory results, supplies, personnel, and all other supply-related matters.
2. Verify the accuracy of the outgoing supply officer's Certificate of Relief.
3. Prepare own endorsement addressing the outgoing supply officer's Certificate of Relief.
4. Provide the endorsement with the Certificate of Relief to the Commanding Officer.
5. Post copy of letter in the 5-year file.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. SECNAVINST 5215.5, Records Retention and Disposition
3. SECNAVINST 5216.5\_, Correspondence Manual
4. UM 4400.124, SASSY Using Unit Procedures
5. UM 4400.15, Organic Property Control

---

TASK: 3010.04.03 (CORE) MAINTAIN REQUIRED LETTERS OF APPOINTMENT AND REVOCATION IN THE SUPPLY FIVE YEAR FILE

CONDITION(S): Given access to existing letters of appointment and revocation, 5-year file, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure letters of appointment and revocation are drafted as required.
3. Identify any file discrepancies.
4. Initiate corrective action to resolve the discrepancies.
5. Verify the corrective action is accomplished.
6. Conduct periodic internal review per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):



1. DOD 7000.14-R, Financial Management Regulation
2. SECNAVINST 5215.5, Records Retention and Disposition
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4400.15, Organic Property Control

---

TASK: 3010.04.04 (CORE) MAINTAIN RESULTS OF AUDITS AND VERIFICATION

CONDITION(S): Given audit and verification results documentation, 5-year file, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Identify any discrepancies.
3. Initiate corrective action to resolve any discrepancies.
4. Verify the corrective action is completed.
5. Maintain results in the 5-year file.
6. Conduct periodic review per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. MCO P4200.15\_, USMC Purchasing Procedures Manual
3. MCO P4400.150\_, Consumer Level Supply Manual
4. SECNAVINST 5215.5, Records Retention and Disposition
5. UM 4400.124, SASSY Using Unit Procedures
6. UM 4400.15, Organic Property Control

---

TASK: 3010.04.05 (CORE) MANAGE PROCESSING OF MISSING/LOST/STOLEN/RECOVERED (MLSR) REPORTS

CONDITION(S): Given the loss/gain of regulated/controlled/sensitive/ordnance items of Government property, access to an automated system with applicable software and DMS capability, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Direct the preparation and submission of "initial" MLSRs per current directives.
2. Submit "supplemental" and "final" MLsR reports as required.
3. Initiate and voucher appropriate gain/loss transactions as required.
4. File MLSRs per the directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 4340.1\_, Reporting Missing/Lost/Stolen/Recovered Government Property
2. MCO P4400.150\_, Consumer Level Supply Manual
3. SECNAVINST 5500.4\_, Reporting of Missing, Lost, Stolen, or Recovered (MLsR) Government Property

---

TASK: 3010.04.06 (CORE PLUS) MANAGE AMMUNITION ACCOUNTABILITY

CONDITION(S): Given NAVMC 10774s, the unit's Table of Organization, and Table of Equipment, appropriate audit trail documents, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify that ammunition requisitions are properly prepared.
2. Establish proper accountability for ammunition by individual DoD Identification Code (DoDIC) and lot number.
3. Review and maintain Notification of Ammunition Reclassifications (NARS) messages, taking appropriate action on them as necessary.
4. Conduct periodic internal reviews per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: WO

REFERENCE(S):

1. MCO 8020.10, USMC Ammunition and Explosive Safety Policy
2. MCO P8011.4\_, USMC Table of Allowance for Ammunition
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4400.15, Organic Property Control

TASK: 3010.04.07 (CORE PLUS) MANAGE ACCOUNTABILITY OF PACKAGED OPERATIONAL RATIONS (PORS)

CONDITION(S): Given a using unit supply section, NAVMC 708 cards, NAVMC 713 cards, Paid Supernumerary Ration Register, Meal Record Signature Sheet, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Manage POR accountability through the use of Stock Record and Inventory Control Card (NAVMC 708) or automated database as authorized by MCO P4400.150.
2. Supervise the accounting for PORS by date of pack and lot number, utilizing NAVMC 713 cards or automated database as authorized by MCO P4400.150.
3. Maintain appropriate documentation on file in support of all adjustments to the accounting records.
4. Direct PORS be sold at rates promulgated through annual MCBUL 10110 MARADMIN "Meal Rates" message.
5. Coordinate stored POR veterinary inspections as required.
6. Conduct periodic internal review per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCBUL 10110, Annual Meal Rates Bulletin
2. MCO 10110.40\_, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations
3. MCO P10110.14\_, Food Service Standard Operating Procedures
4. MCO P4400.150\_, Consumer Level Supply Manual

---

TASK: 3010.04.08 (CORE) MANAGE PERSONAL EFFECTS

CONDITION(S): Given personnel accounting for personal effects, current morning reports, and the references.

STANDARD(S): To ensure personal effects are accounted for in accordance with the references.

PERFORMANCE STEPS:

1. Ensure daily morning reports published by the unit admin section are reviewed.
2. Ensure inventory boards are established.
3. Ensure inventory boards are maintained current.

4. Ensure inventory board members are trained as required.
5. Verify that personal effects inventories are conducted when required within the time frames established by the references.
6. Verify that the inventory, storage, and disposition of personal effects are conducted per the references.
7. Conduct periodic internal review per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4050.38\_, Personal Effects and Baggage Manual
  2. MCO P4400.150\_, Consumer Level Supply Manual
- 

TASK: 3010.04.09 (CORE) MANGE PERMANENT ISSUE OF SPECIAL EQUIPMENT

CONDITION(S): Given authorized on-hand stocks, eligible members, local SOP, local issue/receipt form, and the reference.

STANDARD(S): To ensure proper accountability of all equipment authorized as permanent issue for individual end use in accordance with the references.

PERFORMANCE STEPS:

1. Prior to issue have the unit administrative officer review the individual's Officer Qualification Record (OQR) or enlisted Service Record Book (SRB).
2. Obtain a certification from the unit administrative officer verifying that no previous issues of equipment had been conducted for the subject personnel.
3. Obtain eligible member's acknowledgement signature upon receipt for specified equipment on the certification form.
4. Provide a copy of the receipt to the unit administration officer requesting that the issue be recorded in the recipient's OQR/SRB.
5. Obtain administrative officer's certification that required entries had been made in the OQR/SRB.
6. File the certification form as required in the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.150\_, Consumer Level Supply Manual
3. MCO P5000.14\_, Marine Corps Admin Procedures Manual

---

TASK: 3010.04.10 (CORE PLUS) MANAGE INDIVIDUAL CLOTHING RECORDS

CONDITION(S): Given a requirement to obtain and record a Marine Corps-funded clothing issue, NAVMC 604 or 604B, NAVMC 631 or 631A, MCBul 10120 series, and the reference.

STANDARD(S): To ensure individual clothing is issued and recorded in accordance with the reference.

PERFORMANCE STEPS:

1. Validate the requirement.
2. Validate the allowance quantities.
3. Verify that NAVMC 631 or 631As are prepared to reflect all uniform clothing issues.
4. Verify that requisitions are submitted to the appropriate sources.
5. Obtain eligible member's acknowledgement signature upon receipt for specified equipment on the certification form.
6. Provide a copy of the receipt to the unit administration officer requesting that the issue be recorded in the recipient's OQR/SRB.
7. Supervise deceased personnel and all other special (i.e., maternity) issues as applicable.
8. Supervise Reserve-clothing issues as applicable.
9. Recover Reserve clothing when applicable.
10. Conduct the inventory on Reserve clothing and certify its completion on the NAVMC 631 or 631A as required in the reference.
11. Conduct periodic reviews per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P10120.28\_, Individual Clothing Regulations

---

TASK: 3010.04.11 (CORE) MANAGE THE PUBLICATION LISTING FOR THE UNIT SUPPLY SECTION

CONDITION(S): Given the Supply Section's Publication Listing (PL), NAVMC 2761, local Standing Operating Procedures (SOP), access to an automated system with applicable software and CD drive, and the references.

STANDARD(S): To ensure required publications are on hand or on order.

PERFORMANCE STEPS:

1. Direct a review of the PL as required.
2. Verify results of the PL review.
3. Direct the order of missing publications.
4. Review pending requisitions.
5. Initiate corrective action with unit publications Distribution Control Point (DCP) and resubmit requisition denials to resolve the discrepancies.
6. Verify corrective action is accomplished.
7. Conduct periodic reviews per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P5000.14\_, Marine Corps Admin Procedures Manual
3. MCO P5600.31\_, Marine Corps Publications and Printing Regulations

---

TASK: 3010.04.12 (CORE PLUS) ESTABLISH SUPPLY MOS SUSTAINMENT TRAINING

CONDITION(S): Given personnel training records, training schedules, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure personnel sustain appropriate skill levels through occupational training according to established standards.

PERFORMANCE STEPS:

1. Review the references.
2. Ascertain technical knowledge deficiencies of unit supply personnel.
3. Determine on the job and sustainment training requirements by grade and MOS through reviewing the OccFld 30 ITS Manual.
4. Develop and submit a training plan.
5. Develop required training materials (lesson handouts, practical application exercises, computer-based training, etc.).
6. Conduct sustainment training using published training standards.
7. Encourage use of self-directed study and assist in providing tutorial resources.

8. Monitor correction of technical knowledge deficiencies through observation and required counseling.
9. Document the conduct of training as it occurs.
10. Conduct periodic reviews of training records to ensure proper training sustainment.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 1553.3, Marine Corps Unit Training Management
2. MCO P4400.150\_, Consumer Level Supply Manual
3. MCRP 3-OA, Unit Training Management Guide
4. MCRP 3-OB, How to Conduct Training
5. SAT USER'S GUIDE, Systems Approach to Training

---

TASK: 3010.04.13 (CORE PLUS) BRIEF COMMANDING OFFICER ON STATUS OF SUPPLY OPERATION

CONDITION(S): Given all documentation, such as deficiencies, status of funds, and Money Value Gain/Loss Notices relating to the condition/status of the supply account.

STANDARD(S): To ensure commander awareness on the status of the supply account.

PERFORMANCE STEPS:

1. Identify current T/E end item and other materiel deficiencies.
2. Identify current status of funds/obligation rates.
3. Identify status of personnel.
4. Brief the Commanding Officer as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4400.15, Organic Property Control

DUTY AREA 05 - COMBAT SERVICE SUPPORT: WO

TASK: 3010.05.01 (CORE) PROVIDE SUPPLY SUPPORT CONCEPTS DURING COMBAT SERVICE SUPPORT OPERATIONS

CONDITION(S): Given the deployment of a Marine Air-Ground Task Force (MAGTF), mission objectives, access to an automated system with applicable software, and the references.

STANDARD(S): To support the supply requirements of the MAGTF during deployment.

PERFORMANCE STEPS:

1. Identify supply-related combat service support requirements to support the mission.
2. Provide guidance as to supply support available within the established Combat Service Support Element (CSSE) organization.
3. Provide input for required combat service support needed to support mission objectives.
4. Use the principles of combat service support in developing the supply related combat service support mission objectives.
5. Verify that the supply related combat service support mission objectives coincide with the MAGTF mission objectives.
6. Coordinate combat service support between the operating units and the main CSSE controlling agency.
7. Provide appropriate input to establish the Tactical Logistics Group.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. FM 101-5
2. Local SOP
3. MCWP 4-1
4. MCWP 4-11
5. MCWP 4-11.7/ 4-6
6. MCWP 4-12
7. MCWP 5-2A/ 5-12A
8. FM 100-15, Larger Units Operations
9. FMFM 4-1, Combat Service Support Operations
10. OH 4-1, Operator Handbook for Logistics



**TASK:** 3010.05.02 (CORE) PROVIDE SUPPLY FOCUSED COMBAT SERVICE SUPPORT INPUT IN MARITIME PREPOSITIONING FORCE (MPF) OPERATION PLANNING

**CONDITION(S):** Given an initiating directive, an MPF assigned unit, access to an automated system with applicable software, and the references.

**STANDARD(S):** To ensure the most effective supply support to the assigned units in support of the mission.

**PERFORMANCE STEPS:**

1. Review the references.
2. Review the initiating directive.
3. Identify supply-related combat service support requirements to support the mission.
4. Provide guidance as to supply support available within the established Combat Service Support Element (CSSE) organization.
5. Provide input for required combat service support needed to support mission objectives.
6. Use appropriate CSS and MPF concepts and procedures in developing the supply related combat service support portions of the operational plan.
7. Verify that the supply-related combat service support mission objectives coincide with the MAGTF mission objectives.

**INITIAL TRAINING SETTING:** MOJT Sustainment: 12 Req By: WO

**REFERENCE(S):**

1. FM 101-5
2. Local SOP
3. MCWP 4-1
4. MCWP 4-11
5. MCWP 4-11.7/ 4-6
6. MCWP 4-12
7. MCWP 5-2A/ 5-12A
8. FM 100-15, Larger Units Operations
9. FMFM 4-1, Combat Service Support Operations
10. JOINT PUB 5-3.1, Joint Operation Planning and Execution System, Vol. I (Planning, Policy & Procedures)
11. JOINT PUB 5-3.2, Joint Operation Planning and Execution System, Vol. 2

12. OH 1-5, Maritime Prepositioning Force (MPF) Operations
13. OH 4-1, Operator Handbook for Logistics

---

**TASK:** 3010.05.03 (CORE) CONDUCT SUPPLY SUPPORT OPERATIONS WITHIN A COMBAT SERVICE SUPPORT ELEMENT (CSSE)

**CONDITION(S):** Given a unit deploying with a Marine Air-Ground Task Force (MAGTF), operation order, local standing operating procedures (SOP), access to an automated system with applicable software, and the references.

**STANDARD(S):** To support the MAGTF mission.

**PERFORMANCE STEPS:**

1. Review the seven functions of supply.
2. Review the different levels of logistic support.
3. Review the different supply distribution methods.
4. Review the two supply replenishment systems known as push and pull.
5. Review the 10 classes of supply.
6. Review supported units' LOI and support requirements, when applicable.
7. Review the assigned support missions.
8. Verify that the supported units' Equipment Density Lists (EDLs) have been obtained and reviewed.
9. Verify that Operation Deployment Contingency repair parts/supply blocks based on the EDL and unit composition have been established and prepared for embarkation.
10. Verify that resupply procedures and support have been established.

**INITIAL TRAINING SETTING:** MOJT Sustainment: 24 Req By: WO

**REFERENCE(S):**

1. FM 101-5
2. MCWP 4-1
3. MCWP 4-11
4. MCWP 4-11.7/ 4-6
5. MCWP 4-12
6. MCWP 5-2A/ 5-12A
7. FMFM 4-1, Combat Service Support Operations

8. MCO P4400.150\_, Consumer Level Supply Manual
9. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3010.05.04 (CORE PLUS) MONITOR PREPARATION OF SUPPLIES FOR DEPLOYMENT

CONDITION(S): Given a deployment, mobilization and/or embarkation order, local standing operating procedures (SOP), access to an automated system with applicable software, and the references.

STANDARD(S): To support to the unit in the event of a deployment/mobilization.

PERFORMANCE STEPS:

1. Review local SOP.
2. Review mobilization and/or embarkation order, as applicable.
3. Conduct appropriate Staff liaison (i.e., with the S-4 and unit embarkation officer).
4. Coordinate embarkation container (i.e., quadcons and palcons) support with the unit embarkation officer.
5. Ensure that MDSS II records are reconciled with the Supply records (SASSY/ATLASS).
6. Ensure that all unit assets are properly registered on the Time Phased Force Deployment Data (TPFDD).
7. Verify that the processing of supplies and equipment for a deploying unit meets the requirements specified in the embarkation order.
8. Verify that all supplies and equipment are inspected for kind, condition and quantity, and are appropriately prepared for shipment.
9. Ensure that all supply embarkation boxes/containers have correct tactical and location markings.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. FM 101-5
2. Local SOP
3. MCWP 4-1
4. MCWP 4-11
5. MCWP 4-11.7/ 4-6
6. MCWP 4-12

7. MCWP 5-2A/ 5-12A
8. DOD 4145.19-R-1, Storage and Materials Handling
9. FMFM 4-1, Combat Service Support Operations
10. MCO P4450.7\_, Marine Corps Warehousing Manual

---

TASK: 3010.05.05 (CORE PLUS) MANAGE ACCOUNTABILITY OF UNIT MARITIME PREPOSITIONING FORCE (MPF) ASSETS

CONDITION(S): Given an MPF operation, warning order, assigned MPS/MPF composition, a designated port/beach and airfield, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To effectively manage MPF unit designated assets throughout all four phases of an MPF operation.

PERFORMANCE STEPS:

1. Review the warning order and the MPF operation situation.
2. Provide input to the planning and preparation of the movement of units to the Aerial Port of Embarkation (APOE).
3. Provide input to the planning and movement of forces, equipment, and supplies to the Arrival and Assembly Area (AAA).
4. Plan and supervise the off-load, receipt, and subsequent issue of supplies to supported units.
5. Ensure all supplies are properly recorded on unit records.
6. Plan and supervise appropriate regeneration of the MPF.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. FM 101-5
2. MCRP 5-2A/ 5-12A
3. MCWP 4-1
4. MCWP 4-11
5. MCWP 4-11.7/ 4-6
6. MCWP 4-12
7. FM 100-15, Larger Units Operations
8. FMFM 3-1, Command and Staff

9. FMFM 4-1, Combat Service Support Operations
10. MCO P3000.18, Marine Corps Planner's Manual
11. MCO P4200.15\_, USMC Purchasing Procedures Manual
12. OH 1-5, Maritime Prepositioning Force (MPF) Operations
13. OH 4-1, Operator Handbook for Logistics
14. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3010.05.06 (CORE PLUS) SUPERVISE THE ESTABLISHMENT OF A FIELD WAREHOUSE

CONDITION(S): Given mission objectives, sufficient buildings/tents and area to establish the field warehouse, an operation plan, appropriate MHE, access to an automated system with appropriate software, and the references.

STANDARD(S): To properly locate and construct a field warehouse, which provides adequate storage and security, in support of the unit's mission objectives.

PERFORMANCE STEPS:

1. Review operational plans and local SOP to determine requirements.
2. Determine the warehouse site.
3. Coordinate the layout of the field warehouse to meet the needs of the deployed unit.
4. Supervise the construction/establishment of the field warehouse to ensure that the warehouse provides adequate storage, security, drainage, and ventilation per the references.
5. Note deviations from procedures established by the references.
6. Initiate corrective action on noted deviations.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. FM 101-5
2. Local SOP
3. MCRP 5-2A/ 5-12A
4. MCWP 4-1
5. MCWP 4-11
6. MCWP 4-11.7/ 4-6
7. MCWP 4-12

MCO 1510.73C

DRAFT

8. DOD 4145.19-R-1, Storage and Materials Handling
9. MCO P4450.7\_, Marine Corps Warehousing Manual
10. UM 4400.124, SASSY Using Unit Procedures

Appendix B to  
ENCLOSURE (6)

DUTY AREA 06 - INTERMEDIATE SUPPLY SUPPORT: WO

TASK: 3010.06.01 (CORE PLUS) MANAGE INITIAL ISSUE PROVISIONING (IIP) PROGRAM

CONDITION(S): Given pertinent draft planning data Material Fielding Plans (MFP), information from item project officer, appropriate program support data, Program Objective Memorandum (POM), Provision Program Documentation (PPD), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To support anticipated equipment fielding time frames.

PERFORMANCE STEPS:

1. Review all relevant program support data, POM, PPD, and MFPs.
2. Provide concurrence/recommendations on draft planning documents.
3. Develop and coordinate draft transition plans.
4. Provide revised provisioning schedule to CMC.
5. Direct IIP issues.
6. Ensure incoming IIP data is loaded.
7. Establish procedures to track the attainment of IIP project.
8. Report the attainment of IIP project to higher headquarters.
9. Coordinate with Stock Control of the General Account to ensure Requisitioning Objectives (ROs), Reorder Points (ROPs), and protected stock requirement codes are correctly loaded to General Account Balance File.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. MCO P4400.39\_, War Reserve Material Policy Manual
3. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.06.02 (CORE PLUS) DIRECT DISPOSAL OF UNSERVICEABLE ASSETS

CONDITION(S): Given inventory results, recent unit turn-in and rollbacks, and the references.

STANDARD(S): To ensure unserviceable assets are properly disposed of per current directives.

PERFORMANCE STEPS:

1. Ensure unserviceable assets from inventory/turn-in/rollback are identified.

2. Ensure disposition instructions are requested.
3. Verify disposition instructions received.
4. Supervise disposal of the unserviceable assets as directed.
5. Verify property records are adjusted, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. Local SOP
2. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.06.03 (CORE PLUS) MANAGE SECONDARY DEPOT LEVEL REPARABLES

CONDITION(S): Given the appropriate balance file, adequate funding, usage data, unit requirements, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review appropriate balance files, funding data, usage data, and the references.
2. Determine adequate stockage levels for allowance and insurance items.
3. Ensure adequate funding to maintain determined stockage levels and material readiness.
4. Establish stockage levels for allowance and insurance items within budgetary guidelines.
5. Verify requisitions and receipts for required assets are processed.
6. Monitor the repair cycle.
7. Direct excess reporting under Recoverable Items Program.
8. Monitor the washout, mean time between failure and repair rates.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. MCO P4400.82\_, MUMMS Control Item Management Manual
3. UM 4400.123, FMF SASSY Management Unit Procedures



TASK: 3010.06.04 (CORE PLUS) DIRECT THE MATERIAL OBLIGATION VALIDATION (MOV) AND BACKORDER VALIDATION (BOV)

CONDITION(S): Given a series of Integrated Material/Weapons system Manager (IMM), Sources of Supply (SOS) and General Account (GA) requests for requirement validation, access to an automated system with applicable software and internet connectivity, and references.

STANDARD(S): To validate requirements to the IMM/SOS/GA.

PERFORMANCE STEPS:

1. Initiate the MOV process.
2. Conduct MOV/BOV reconciliation with unit supply section.
3. Review generated exceptions.
4. Take appropriate action on generated exceptions.
5. Respond to IMM/SOS request for validation within the required time frame.
6. Review generated BOV performance report.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.06.05 (CORE PLUS) DIRECT MAINTENANCE OF THE REPARABLE ISSUE POINT ASSETS AND RECORDS

CONDITION(S): Given a reparable issue point, secondary repairables, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Plan and budget for all repairables under the Defense Base Operation Fund (DBOF) concept.
3. Validate Maintenance Float Consolidated List authorized allowances.
4. Validate quantities due from maintenance sub-float activities.
5. Monitor carcass exchange credits.
6. Review the Recommended Buy List.

7. Monitor requisitions for secondary repairables.
8. Screen for float assets from all available sources prior to inducting new requisitions.
9. Monitor Marine Corps Integrated Maintenance Management System (MIMMS) transactions for issue and repair of secondary repairables.
10. Monitor receipts of secondary repairables from all sources.
11. Review Due and Status File (DASF).
12. Ensure all DASF discrepancies are identified.
13. Verify corrective action for DASF discrepancies has been processed.
14. Establish sub-issue float points as required.
15. Direct annual recomputation of secondary repairable allowances.
16. Review all edit errors and exception reports and take appropriate corrective action.
17. Ensure MIMMS Daily Processing Report is reconciled with the Consolidated Asset Listing and DASF to validate all dues from repair.
18. Review requests for disposition instructions for controlled secondary repairables.
19. Monitor packaging and handling of electro-static discharge sensitive repair parts.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. TI 5104-15/2\_
2. MCO 2410.2\_, Electromagnetic Environmental
3. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
4. SI 4400-15/1\_, Marine Corps Supply Instructions
5. TI 4400-15/1, Packaging, Handling, Storage and Transportation of Electrostatic Discharge Sensitive Items
6. UM 4400.123, FMF SASSY Management Unit Procedures

DUTY AREA 07 - STORAGE AND DISTRIBUTION: WO

TASK: 3010.07.01 (CORE PLUS) MONITOR MAINTENANCE OF STORED ASSETS

CONDITION(S): Given accountable assets, locator files, pending maintenance orders, and the references.

STANDARD(S): To ensure nonissued supply system stock is maintained in a serviceable, ready-to-issue condition in accordance with the references.

PERFORMANCE STEPS:

1. Verify that all items received for storage are serviceable.
2. Safeguard material from deterioration.
3. Ensure security of stored assets from theft and pilferage.
4. Inspect facility for infestation.
5. Direct maintenance procedures.
6. Direct reconciliation of pending maintenance work requests with the supporting maintenance facility on as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3010.07.02 (CORE PLUS) MANAGE WAREHOUSE SAFETY PROCEDURES

CONDITION(S): Given access to a warehouse, a list of supplies stored in the warehouse, and the references.

STANDARD(S): To ensure a safe and manageable warehouse, in accordance with the references.

PERFORMANCE STEPS:

1. Verify that supplies stored within the warehouse meet applicable safety requirements.
2. Ensure adequate Material Handling Equipment (MHE) availability.
3. Ensure all MHE operators are properly licensed.
4. Ensure use of safety devices and equipment.
5. Ensure material compatibility.

6. Establish Hazardous Material and spill policies.
7. Assign personnel to fire stations.
8. Ensure the warehouse is laid out in accordance with current directives.
9. Ensure all warehouse personnel are trained on safety procedures.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. DOD 6055.1, DOD, Occupational Safety & Health (OSH) Program
3. OSHA MANUAL, Occupational Safety and Health Agency Manual

---

TASK: 3010.07.03 (CORE PLUS) MANAGE HAZARDOUS MATERIAL

CONDITION(S): Given a requirement to receipt, store, issue, and dispose of hazardous material, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Identify hazardous material content.
3. Process requisitions.
4. Properly receipt, store, issue, and dispose of hazardous materials.
5. Ensure all stored hazardous material contains required Material Safety Data Sheet (MSDS).
6. Ensure empty hazardous material containers are returned to the satellite accumulation area (SAA) or disposal activity.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. Local SOP
2. CFR TITLE 29, Occupational Safety & Health Standards for General Industry (1910)
3. MCO P5090.2, Environmental Compliance and Protection Manual

**TASK:** 3010.07.04 (CORE PLUS) MONITOR ELECTROSTATIC DISCHARGE (ESD) SENSITIVE DEVICES DURING HANDLING, STORAGE, AND TRANSPORTATION

**CONDITION(S):** Provided ESD sensitive devices, ESD protection materials, ESD labels, applicable technical research devices, and the references.

**STANDARD(S):** To protect ESD sensitive devices from damage in accordance with the references.

**PERFORMANCE STEPS:**

1. Review the references.
2. Identify materials requiring ESD protection.
3. Direct actions necessary to protect ESD sensitive devices.

**INITIAL TRAINING SETTING:** MOJT Sustainment: 12 Req By: WO

**REFERENCE(S):**

1. MCO 2410.2\_, Electromagnetic Environmental
2. SI 4400-15/1\_, Marine Corps Supply Instructions
3. TI 4400-15/1, Packaging, Handling, Storage and Transportation of Electrostatic Discharge Sensitive Items
4. TM 9406-15, Grounding Procedures
5. TM 9999-15/1, ESD Awareness Electro-Static Discharge
6. TM 9999-15/2, Electrostatic Discharge (ESD) Management

---

**TASK:** 3010.07.05 (CORE PLUS) ENSURE COMPLIANCE WITH THE RADIOLOGICAL AFFAIRS SUPPORT PROGRAM (RASP)

**CONDITION(S):** Given the requirement to receipt, store and issue devices containing radioactive materials (other than liquids) in a nondispersible form (unless gaseous) and the references.

**STANDARD(S):** In accordance with the references.

**PERFORMANCE STEPS:**

1. Ensure tritium-containing devices are properly identified by item and serial number.
2. Establish and maintain secure controlled storage areas for items designated as containing radioactive material.
3. Provide appropriate material for the handling of tritium-containing devices.
4. Provide appropriate radiation instruction/training.

5. Publish and maintain local standing operating procedures (SOPs) for Command RASP.
6. Coordinate storage of tritium-containing devices with emergency personnel in accordance with current directives, as required.
7. Coordinate disposal of devices with low-level radioactive waste with the base Radiation Safety Officer or other agencies as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. TI 5104-15/2\_
2. CFR TITLE 10, Title 10 Code of Federal Regulations
3. CFR TITLE 49, Transportation
4. MCO 5104.3, Radiation Safety Program
5. MCO P11000.11\_, Real Property Facility Manual, Vol. VIII
6. MCO P4400.105\_, Radioactive Commodities DoD System
7. NAVSEA TM S0410-AA-RAD-010, Radiological Affairs Safety Program Manual

ADMINISTRATIVE INSTRUCTIONS: Radiological instruction should cover the following areas: emergency procedures, contamination control, personnel decontamination, incident reporting, transportation of devices, shipping and receiving activity responsibilities, packaging devices, storing devices, inventorying devices, security of devices, maintenance of devices, and markings/warnings for devices.

DUTY AREA 08 - INTERMEDIATE OPERATIONS: WO

TASK: 3010.08.01 (CORE PLUS) SCHEDULE SASSY SUBSYSTEM AND DAILY INVENTORY SYSTEM UPDATES WITH LOCAL DEFENSE DATABASE MANAGEMENT ACTIVITIES AND THE DEFENSE MEGA CENTER, ST LOUIS

CONDITION(S): Given system access, "CA7" authority, local SOP, access to an automated system with applicable software and Mainframe connectivity, and the references.

STANDARD(S): To ensure all required system and subsystem updates are scheduled.

PERFORMANCE STEPS:

1. Review the references.
2. Monitor CA7 process activities.
3. Verify Terminal Security Officer (TSO) capabilities and education.
4. Schedule the daily inventory updates.
5. Schedule the Monthly Field Change process.
6. Schedule the annual item reviews for all Reparable Issue Points (RIP).
7. Schedule SASSY subsystem processes as required, for items such as:
  - a) Item Review
  - b) Reparable Issue Point (RIP) Item Review
  - c) Medical Planning Program (MPP), Initial Issue Provisioning (IIP) releases
  - d) Controlled Item Code (CIC) extracts
  - e) Dollar Value of the Inventory.
8. Schedule automated supply system daily/monthly/quarterly download requirements.
9. Schedule miscellaneous jobs as required by higher authority or as requested by customers.
10. Direct the preparation of Control Input Transactions for mainframe program execution, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. OH 4-1, Operator Handbook for Logistics
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.123, FMF SASSY Management Unit Procedures

Appendix B to  
ENCLOSURE (6)

---

TASK: 3010.08.02 (CORE PLUS) SUPERVISE SUPPORTING MAINFRAME FILES MAINTENANCE/UPDATES

CONDITION(S): Given automated supply system supporting mainframe files, maintenance/updates, access to an automated system with mainframe connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Monitor maintenance of supporting automated supply support files.
3. Monitor maintenance of the Supply Source Code File (SSCF).
4. Monitor maintenance of the Activity Information Table (AIT).
5. Monitor maintenance of the Department of Defense Activity Address Directory (DoDAAD).
6. Monitor maintenance of the Job Order Number File (JONF).
7. Monitor maintenance of all the Nonsystem Information File (NSIF).

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.08.03 (CORE PLUS) SUPERVISE DEVELOPMENT OF CLASS III PROGRAMS

CONDITION(S): Given access to an automated system with mainframe connectivity, system access, local procedures, and the references.

STANDARD(S): To assist Supply Support Operations develop, catalog, and publish associated programs.

PERFORMANCE STEPS:

1. Develop basic program specifications.
2. Validate NATURAL language code and associate Job Control Language (JCL).
3. Monitor publication of a local program catalog.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO



REFERENCE(S):

1. Local SOP
2. UM 4400.123, FMF SASSY Management Unit Procedures

ADMINISTRATIVE INSTRUCTIONS: Basic NATURAL software training is provided by civilian trained personnel at local Defense Database Management Activities.

---

TASK: 3010.08.04 (CORE PLUS) MONITOR FUNCTIONAL SECURITY OF MAINFRAME SYSTEMS

CONDITION(S): Given delegated authority as Functional Manager of the Operations Section, system access, access to an automated system with mainframe connectivity, and the references.

STANDARD(S): To ensure security and integrity of user access to databases.

PERFORMANCE STEPS:

1. Develop policies for database access, programming libraries, NATURAL, and VSAM files access authority.
2. Reconcile security files with current personnel population.
3. Monitor execution of established security policies/procedures.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
  2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
- 

TASK: 3010.08.05 (CORE PLUS) COORDINATE ATLASS FUNCTIONS

CONDITION(S): Given access to an automated system with mainframe connectivity, mainframe access, system access, Terminal Security Officer (TSO) file transfer authority, local procedures, and the references.

STANDARD(S): To ensure ATLASS files are accurate and that the SASSY/ATLASS file match.

PERFORMANCE STEPS:

1. Validate Activity Information Table (AIT) updates for ATLASS units.
2. Monitor distribution of SASSY files for unit ATLASS processing.
3. Monitor distribution of daily supply status.
4. Provide files for quarterly SASSY/ATLASS reconciliations.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
  2. UM 4400.120, Asset Tracking for Logistics Supply System
- 

TASK: 3010.08.06 (CORE PLUS) COORDINATE CUSTOMER SERVICE FUNCTIONS

CONDITION(S): Given access to an automated system with mainframe connectivity, mainframe access, system access, local procedures, and the references.

STANDARD(S): To provide using unit supply sections customer support on a daily basis.

PERFORMANCE STEPS:

1. Monitor proof of delivery request.
2. Monitor technical research section.
3. Schedule using unit reconciliations with the intermediate supply support activity.
4. Troubleshoot system problems associated with unit request.
5. Produce procedural/information notices from the intermediate supply support activity to supported activities.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.124, SASSY Using Unit Procedures

DUTY AREA 09 - INTERMEDIATE STOCK CONTROL: WO

TASK: 3010.09.01 (CORE PLUS) MONITOR GENERAL ACCOUNT BALANCE FILE (GABF)

CONDITION(S): Given the GABF, General Account Balance Analysis Report, Exception Reports, Edit Error Reports, Recycle Transaction Listings, and the reference.

STANDARD(S): To maintain effective supply support to the consumer level accounts.

PERFORMANCE STEPS:

1. Supervise requisitioning walk-thru management policies and procedures.
2. Direct submission of balance adjustments.
3. Validate Money Value Gain/Loss Notices (MVGLN).
4. Monitor exception, recycle, and edit error processing.
5. Review Requirement Code/Operations Code Assignment.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.09.02 (CORE PLUS) MONITOR REPLENISHMENT STOCK REQUISITIONS VIA THE DOCUMENT CONTROL FILE

CONDITION(S): Given the document control file, Unit Performance Report, Exception Reports, and the references.

STANDARD(S): To ensure current status and expeditious fill of materials requisition as a result of stockage determination.

PERFORMANCE STEPS:

1. Supervise execution of procedures for processing a daily SASSY cycle output
  - a) Exceptions
  - b) Edit errors
  - c) Recycle transaction list
  - d) AO/A3 listings
  - e) Daily history
2. Monitor transaction status for validity.
3. Direct Backorder Validation (BOV) with source of supply.
4. Supervise out-sourcing of material requirements.

5. Monitor reject file management.
6. Verify Supply Discrepancy Report (SDR) submission.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
  2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
  3. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3010.09.03 (CORE PLUS) MANAGE MARINE CORPS WAR RESERVE MATERIAL

CONDITION(S): Given the requirement to compute and manage Marine Corps War Reserve requirements and the reference.

STANDARD(S): To support Marine Corps contingency plans.

PERFORMANCE STEPS:

1. Compute War Reserve requirements for required classes of supply.
2. Direct management control over storage, maintenance and care-of supplies-in-storage (COSIS).

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P3000.18, Marine Corps Planner's Manual
2. MCO P4400.39\_, War Reserve Material Policy Manual

DUTY AREA 10 - INTERMEDIATE STORAGE: WO

TASK: 3010.10.01 (CORE PLUS) MONITOR INTERMEDIATE STORAGE OPERATIONS QUALITY CONTROL

CONDITION(S): Given an intermediate storage facility, relevant files/records, automated microcomputer warehouse support systems, divergent classes of supply, quality control functions, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Monitor location management.
2. Direct location surveys.
3. Direct location statistical sampling.
4. Supervise location pending deck management.
5. Direct Daily Transaction Listing management.
6. Direct Logistics Application of Automated Markings and Reading Symbols (LOGMARS) management.
7. Direct management of automated microcomputer warehouse support systems.
8. Supervise technical research.
9. Monitor stock denial research.
10. Direct Freeze Listing management.
11. Direct Hazardous Material Information Data Sheets (HMIDS).
12. Monitor required Class III program requirements, and maintain library.
13. Monitor Preservation, Packaging, and Packing with the intermediate storage operations.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. Local SOP
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
3. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.10.02 (CORE PLUS) MONITOR INTERMEDIATE STORAGE MATERIAL MANAGEMENT PROGRAMS

CONDITION(S): Given an intermediate storage facility, relevant files/records, automated microcomputer warehouse support systems, divergent classes of supply, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Direct the shelf-life program.
2. Direct the electronic static discharge program.
3. Direct the storage of security cage items.
4. Supervise the care-in-storage program.
5. Direct the remark program.
6. Supervise the Packaging, Processing and Preservation (PP&P) program.
7. Monitor the physical security program.
8. Direct the radiological program.
9. Direct the warehouse safety program.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. TI 5104-15/2\_
2. DOD 4145.19-R-1, Storage and Materials Handling
3. MCO 11240.106\_, Garrison Mobile Equipment
4. MCO P4400.105\_, Radioactive Commodities DoD System
5. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
6. MCO P4450.7\_, Marine Corps Warehousing Manual
7. UM 4400-71, Data Control
8. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3010.10.03 (CORE PLUS) MONITOR INTERMEDIATE STORAGE SHIPPING AND RECEIVING

CONDITION(S): Given an intermediate storage facility, relevant files/records, automated microcomputer warehouse support systems, divergent classes of supply, various types of Material Handling Equipment (MHE), document control functions, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Direct Reported Unit Code (RUC) line management.
2. Direct Material Returns Program (MRP) management.
3. Direct turn ins to Defense Reutilization Management Office (DRMO).
4. Direct Traffic Management Officer (TMO) liaison/small package carrier deliveries.
5. Direct Hazardous Material control certification.
6. Supervise short shipment and frustrated shipment management.
7. Monitor the direct delivery distribution system to the supported unit.
8. Supervise Proof-Of-Delivery (POD) control.
9. Direct location determination.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO 11240.106\_, Garrison Mobile Equipment
3. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
4. MCO P4450.14, Joint Service Manual for Storage and Materials Handling
5. MCO P4450.7\_, Marine Corps Warehousing Manual
6. MCO P5090.2, Environmental Compliance and Protection Manual
7. UM 4400-71, Data Control
8. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.10.04 (CORE PLUS) MONITOR INTERMEDIATE STORAGE STOCKAGE DOCUMENT CONTROL

CONDITION(S): Given an intermediate storage facility, relevant files/records, automated microcomputer warehouse support systems, divergent classes of supply, various types of Material Handling Equipment (MHE), document control functions, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Direct Material Release Order (MRO) management.
2. Supervise transaction management.

3. Supervise short shipment and frustrated shipment management.
4. Monitor the direct delivery distribution system to the supported unit.
5. Supervise Proof-of-Delivery (POD) control.
6. Direct location determination.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. MCO 11240.106\_, Garrison Mobile Equipment
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
3. MCO P4450.14, Joint Service Manual for Storage and Materials Handling
4. MCO P4450.7\_, Marine Corps Warehousing Manual
5. MCO P5090.2, Environmental Compliance and Protection Manual
6. OPNAV 5090.1\_, Environmental and Material Resources Protection Manual
7. UM 4400-71, Data Control
8. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.10.05 (CORE PLUS) DIRECT INTERMEDIATE STORAGE WAREHOUSE MODERNIZATION

CONDITION(S): Given an intermediate storage facility, relevant files/records, microcomputer warehouse support systems, divergent classes of supply, various types of Material Handling Equipment (MHE), inventory control function and the references.

STANDARD(S): To forecast and maintain a 7-year warehouse modernization program.

PERFORMANCE STEPS:

1. Monitor effective space utilization.
2. Monitor source library management.
3. Direct warehouse aid management.
4. Monitor warehouse aid requirement determination.
5. Monitor future stockage strategy.
6. Monitor 7-year warehouse modernization plan with Base Logistics.
7. Direct Material Handling Equipment (MHE) management.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO



REFERENCE(S):

1. Local SOP
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
3. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.10.06 (CORE PLUS) DIRECT INTERMEDIATE STORAGE OPERATIONS

CONDITION(S): Given an intermediate storage facility, relevant files/records, storage aids, material handling equipment, divergent classes of supply, warehouse automated support systems, administration of material management programs, a contingent equipment requirement for War Reserve withdrawal/sustainment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Supervise safety programs within storage facilities.
2. Maintain effective space utilization within storage facilities.
3. Supervise the physical inventory process.
4. Supervise preparation for embarkation (War Reserve withdrawal/sustainment).
5. Validate location surveys.
6. Maintain a physical security program.
7. Validate location surveys.
8. Maintain a physical security program.
9. Supervise various warehouse automated support systems.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: WO

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
3. MCO P4450.7\_, Marine Corps Warehousing Manual
4. UM 4400-71, Data Control
5. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.10.07 (CORE PLUS) MONITOR INTERMEDIATE STORAGE INVENTORY CONTROL

CONDITION(S): Given an intermediate storage facility, relevant files/records, automated microcomputer warehouse support systems, divergent classes of supply, various types of material handling equipment, inventory control functions, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Monitor inventory determination.
2. Monitor inventory scheduling.
3. Monitor inventory preparation.
4. Monitor Class I/III mainframe inventory report/master requirement.
5. Direct inventory control point management.
6. Monitor suspected high dollar, controlled item adjustment.
7. Supervise spot inventory management.
8. Monitor post inventory statistical sampling.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. UM 4400.123, FMF SASSY Management Unit Procedures

DUTY AREA 11 - REPAIRABLE ISSUE POINT: WO

TASK: 3010.11.01 (CORE PLUS) MAINTAIN THE REPAIRABLE ISSUE POINT CONSOLIDATED ASSET LISTING

CONDITION(S): Given a Consolidated Asset Listing (CAL), access to an automated system with applicable software, and the references.

STANDARD(S): To ensure all repairable assets are properly loaded to the CAL.

PERFORMANCE STEPS:

1. Review the references.
2. Direct reconciliation between the CAL allowances and authorized allowance listing.
3. Monitor allowance corrections as required.
4. Direct corrective actions relating to excesses and deficiencies.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.11.02 (CORE PLUS) PROCESS CUSTOMER BACKORDERS

CONDITION(S): Given a Customer Backorder Listing (CBL), a customer requirement, a maintenance records status file, access to an automated system with applicable software and internet access, and the references.

STANDARD(S): By order of priority.

PERFORMANCE STEPS:

1. Review the references.
2. Monitor reconciliation of the CBL and maintenance records status files.
3. Direct the release of assets by priority.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. UM 4400.123, FMF SASSY Management Unit Procedures

ADMINISTRATIVE INSTRUCTIONS: Maintenance Records Status Files - DPR (Daily Process Report)

---

TASK: 3010.11.03 (CORE PLUS) RECONCILE CUSTOMER BACKORDERS

CONDITION(S): Given a Customer Backorder Listing (CBL), a maintenance records status file, access to an automated system with applicable software and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Monitor the reconciliation of all pending customer backorders with the CBL.
3. Direct corrective action as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. UM 4400.123, FMF SASSY Management Unit Procedures

ADMINISTRATIVE INSTRUCTIONS: Maintenance Records Status Files - DPR (Daily Process Report)

---

TASK: 3010.11.04 (CORE PLUS) RECONCILE MAINTENANCE DEMANDS LIST

CONDITION(S): Given a Repairable Issue Point (RIP) maintenance demands listing, Demands Shopping List, access to an automated system with applicable software, and the references.

STANDARD(S): Ensure maintenance demands listing are maintained current and reflect the asset in the maintenance cycle.

PERFORMANCE STEPS:

1. Review the reference.
2. Direct reconciliation between shopping lists and maintenance demands listing.
3. Guide corrective actions.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local SOP
2. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.11.05 (CORE PLUS) MONITOR COMMERCIALY REPAIRED ASSETS

CONDITION(S): Given disposition instructions, access to an automated system with applicable software, and the reference.

STANDARD(S): To account for Secondary Repairable Assets repaired by a commercial source.

PERFORMANCE STEPS:

1. Review the reference.
2. Direct the preparation of assets for disposition.
3. Monitor the due from vendor Document Control File from build-to-receipt.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.11.06 (CORE PLUS) PROCESS UNSERVICEABLE ASSETS

CONDITION(S): Given unserviceable Secondary Repairable Assets, Automated Data Processing Equipment, maintenance order inspection tag, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Monitor the turn-in of unserviceable repairables.
3. Review transaction processing.
4. Direct the movement of the repairable asset to the maintenance facility.
5. Review asset status while in the repair cycle.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.11.07 (CORE PLUS) CONDUCT ITEM REVIEW/STOCKAGE COMPUTATION

CONDITION(S): Given Repairable Issue Point (RIP) Item Review output reports, budget guidance, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure Reorder (RO)/Reorder Points (ROP) are computed and loaded to the RIP General Account Balance File (GABF).

PERFORMANCE STEPS:

1. Review the references.
2. Analyze the output reports for validity.
3. Direct transaction changes as required to support customer demands within budget constraints.
4. Obtain allowance authorization from local commander.
5. Monitor processing of transactions (as authorized by local command) to update GABF.
6. Verify receipt of transactions by COMMARCORLOGBASES, Albany, GA.
7. Monitor the processing of transactions (as authorized by CG, COMMARCORLOGBASES, Albany, GA) to update the GABF.
8. Maintain RIP Item Review supporting documentation per the reference.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: WO

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.11.08 (CORE PLUS) SUPERVISE REDISTRIBUTION OF ASSETS FOR GENERAL ACCOUNT (GA)

CONDITION(S): Given the Reparable Issue Point (RIP) annual recomputation documentation, RIPS Due and Status File (DASF), Consolidated Assets Listings (CAL), supported changes of on-hand and allowance quantities, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure identified on hand assets are rolled back to the GA or have Recoverable Items Report (WIR) submitted in accordance with the references.

PERFORMANCE STEPS:

1. Monitor the Recomp Reports and the CAL.
2. Direct the review of the pending DASF.
3. Monitor the WIR of excess assets with D and L Recoverability Codes submitted to COMMARCORLOGBASES, Albany, GA.
4. Monitor the submission of equipment rollbacks to the General Account of excess with Recoverability Codes F, H, O, Z to the General Account Material Returns Program.
5. Direct the redistribution/disposal of excesses as directed by COMMARCORLOGBASES.

6. Monitor the submission of appropriate transactions to ensure the adjustment of files.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. MCO P4400.82\_, MUMMS Control Item Management Manual
3. UM 4400-60, Material Returns Program
4. UM 4400.123, FMF SASSY Management Unit Procedures

MCO 1510.73C  
DRAFT

DUTY AREA 21 - PROPERTY ACCOUNTING: CWO

Appendix B to  
ENCLOSURE (6)



DUTY AREA 22 - REQUISITIONING: CWO

MCO 1510.73C  
DRAFT

DUTY AREA 23 - FINANCIAL MANAGEMENT: CWO

Appendix B to  
ENCLOSURE (6)

DUTY AREA 24 - MISCELLANEOUS: CWO

DUTY AREA 25 - COMBAT SERVICE SUPPORT: CWO

TASK: 3010.25.01 (CORE PLUS) PLAN COMBAT SUPPLY SUPPORT OPERATIONS

CONDITION(S): Provided with the Commander's Planning Guidance, courses of action, list of available unit assets, Commander's Course of Action Decision, concept of operations, local standing operating procedures (SOP), access to an automated system with applicable software, and the references.

STANDARD(S): To support operations and mission objectives.

PERFORMANCE STEPS:

1. Analyze the Commander's Planning Guidance.
2. Analyze the courses of action.
3. Conduct appropriate staff liaison.
4. Provide input to the Combat Service Support Estimate.
5. Analyze the Commander's Decision and concept of operations.
6. Provide input to the combat service support concept of operations.
7. Supervise the execution of all supply-related missions.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: CWO2

REFERENCE(S):

1. FM 101-5
2. Local SOP
3. MCWP 4-1
4. MCWP 4-11
5. MCWP 4-11.7/ 4-6
6. MCWP 4-12
7. MCWP 5-2A/ 5-12A
8. FM 100-15, Larger Units Operations
9. FMFM 4-1, Combat Service Support Operations
10. MCO 4400.16\_, Uniform Material Movement Issue and Priority System
11. MCO P4400.150\_, Consumer Level Supply Manual
12. OH 1-5, Maritime Prepositioning Force (MPF) Operations
13. OH 4-1, Operator Handbook for Logistics

14. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3010.25.02 (CORE PLUS) PLAN COMBAT SERVICE SUPPORT OPERATIONS IN A JOINT/COMBINED ENVIRONMENT

CONDITION(S): Given a concept of operations, various logistic and supply capabilities within the theater of operations, command standing operating procedures (SOP), access to an automated system with applicable software, and the references.

STANDARD(S): To provide supply support for the Joint Task Force Commander's concept of operations.

PERFORMANCE STEPS:

1. Review command SOP.
2. Analyze the commander's concept of operations.
3. Analyze theater Combat Service Support Activity locations, infrastructure, host nation support, mutual logistics support, and interservice support agreements.
4. Balance theater deployment and sustainment requirements with logistics/supply capabilities.
5. Provide input to joint/combined logistics estimate/concept of operations.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: CWO2

REFERENCE(S):

1. AFSC PUB-1
2. FM 101-5
3. Local SOP
4. MCWP 4-1
5. MCWP 4-11
6. MCWP 4-11.7/ 4-6
7. MCWP 4-12
8. MCWP 5-2A/ 5-12A
9. FMFM 4-1, Combat Service Support Operations
10. JOINT PUB 3-0, Doctrine for Joint Operations
11. JOINT PUB 4-0, Doctrine for Logistics Support of Joint Operations
12. JOINT PUB 5-3.1, Joint Operation Planning and Execution System, Vol. I (Planning, Policy & Procedures)

MCO 1510.73C  
DRAFT

13. MCO P3000.18, Marine Corps Planner's Manual

Appendix B to  
ENCLOSURE (6)

DUTY AREA 26 - INTERMEDIATE SUPPLY SUPPORT: CWO

TASK: 3010.26.01 (CORE PLUS) DIRECT INTERMEDIATE STORAGE OPERATIONS

CONDITION(S): Given an intermediate storage facility, location file, relevant files/records, storage containers, automated warehousing system, garrison mobile equipment, various supply support materials, a contingent requirement for embarkation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance to the references.

PERFORMANCE STEPS:

1. Supervise safety programs within storage facility.
2. Maintain effective space utilization within storage facilities.
3. Supervise the physical inventory process.
4. Supervise preparation for embarkation.
5. Supervise location verification.
6. Maintain a physical security program.
7. Take corrective action on stock denials.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: CWO2

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
3. MCO P4450.7\_, Marine Corps Warehousing Manual
4. UM 4400-71, Data Control
5. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.26.02 (CORE PLUS) DIRECT INTERMEDIATE STOCK CONTROL OPERATIONS

CONDITION(S): Given pertinent assignment of stock control management within the SASSY Management Unit or Direct Support Stock Control Center, management files/records, access to an automated system with applicable software and internet connectivity, automated warehousing system, and the references.

STANDARD(S): To meet customer requirements in a timely manner per the references.

PERFORMANCE STEPS:

1. Monitor customer demand requirements.

2. Review management files and records.
3. Establish pertinent requisitioning objectives (RO) and reorder points (ROP).
4. Direct the appropriate stock control functions.
5. Verify customer requirement is satisfied.
6. Monitor stock control functions.
7. Periodically review established requisitioning objectives and reorder points.
8. Maintain Issue Control Section.
9. Maintain Receipts Control Section.
10. Periodically execute the Item Review Process.
11. Identify Reorder Points that exceed the Economic Retention Quantity (ERQ).
12. Execute Materials Return Program (MRP), as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: CWO2

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. MCO P4400.76\_, DSSC Manual
3. UM 4400-60, Material Returns Program
4. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.26.03 (CORE PLUS) DIRECT THE BUY REVIEW

CONDITION(S): Given a requirement to replenish operating stocks at the intermediate supply activity, stock management files/records, fiscal guidance, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To meet stockage parameters in accordance with the references.

PERFORMANCE STEPS:

1. Identify operating stock replenishment requirements.
2. Review stock management files and records.
3. Review fiscal records to determine if funds are available.
4. Direct appropriate buy review action.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: CWO2



REFERENCE(S):

1. Local SOP
  2. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3010.26.04 (CORE PLUS) ESTABLISH STOCK OBJECTIVES

CONDITION(S): Given the assignment as a stock control officer within an intermediate supply activity, requirements for demand-supported items, insurance items, initial issue provisioning items, war reserve material, special requirement items, nonstandard items, and other approved operating stock, a General Account Balance File, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To satisfy the requirements of the supported units.

PERFORMANCE STEPS:

1. Identify the requirement of the supported units.
2. Establish requisitioning objectives (ROs) and reorder points (ROPs).
3. Review established ROs and ROPs as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: CWO2

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3010.26.05 (CORE PLUS) SUPERVISE COMMERCIAL ITEM PROCUREMENT

CONDITION(S): Given authority to conduct commercial procurement, fiscal guidance, commercial procurement files and records, access to an automated system with applicable software and internet connectivity, and the reference.

STANDARD(S): To ensure commercial requirements are met per current directives during the procurement process.

PERFORMANCE STEPS:

1. Determine commercial support requirements.
2. Review appropriate fiscal guidance.
3. Direct procurement of commercial items.
4. Monitor the procurement process.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: CWO2

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.26.06 (CORE PLUS) MANAGE THE DEPLOYMENT SUPPORT UNIT

CONDITION(S): Given assignment to the Deployment Support Unit of the Intermediate Supply Support Activity, the requirement to provide deployed unit support of Class IX (repair parts) and secondary reparable blocks, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To provide supply support to deployed units.

PERFORMANCE STEPS:

1. Conduct inventory management procedures to include causative research, vouchering, and file maintenance.
2. Coordinate the running of generator packages to meet deploying unit Equipment Density Listing Class IX and secondary reparable requirements.
3. Reconcile generator package listings with the supported unit to validate and adjust the requirements recommended by the generator package.
4. Coordinate the issue of operating stock and secondary reparable blocks.
5. Coordinate through the General Account the restocking of operating stock and secondary reparable blocks.
6. Expedite resupply to deployed units as required.
7. Coordinate the turn-in of operating stock and secondary reparable blocks issued to a designated responsible officer (RO) assigned to support the deployed units.
8. Make appropriate file adjustments.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: CW02

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
  2. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3010.26.07 (CORE PLUS) WRITE CLASS II PROGRAMS

CONDITION(S): Given assignment to an intermediate level supply activity, access to a mainframe computer, programming application, and the references.

STANDARD(S): To meet data processing requirements for the customer.

PERFORMANCE STEPS:

1. Analyze user requirements and expectations.

2. Review applicable references and files.
3. Write NATURAL or SQL programs to extract required data.
4. Write or modify Job Control Language, as required.
5. Review output with user to ensure customer requirement has been met.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: CWO2

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. NAT-120-001, NATURAL Users Manual
3. NAT-120-060, NATURAL Error Messages Manual Version 1.2
4. SR-20-30-10, ROSCOE Terminal User Guide
5. SR-20-30-20, ROSCOE Command Reference Manual
6. SRQO-20-20, ROSCOE Handbook

---

TASK: 3010.26.08 (CORE PLUS) MONITOR REDISTRIBUTION OF REPARABLE ISSUE POINT ASSETS

CONDITION(S): Given assignment to a maintenance float or subfloat activity, maintenance float supporting documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Validate maintenance float Due and Status File (DASF), Consolidated Asset Listing, and recomputation reports.
3. Report excess depot-level repairables to COMMARCORLOGBASES.
4. Supervise the return of nondepot repairables to the supporting General Account.
5. Ensure compliance with disposition instructions.
6. Ensure property records are adjusted properly.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: CWO2

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. MCO P4400.82\_, MUMMS Control Item Management Manual

3. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.26.09 (CORE PLUS) MONITOR RECONCILIATION OF STORES ACCOUNTING RECORDS

CONDITION(S): Given assignment to an intermediate supply activity, Class I system output, COMMARCORLOGBASES stores reconciliation listing, mainframe access, access to an automated system with applicable software, and the reference.

STANDARD(S): To ensure the accuracy of stores subsystem balances.

PERFORMANCE STEPS:

1. Review the reference.
2. Review daily output from the daily cycle.
3. Verify weekly and monthly jobs are appropriately executed.
4. Take corrective action to resolve discrepancies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: CWO2

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures

DUTY AREA 27 - STORAGE AND DISTRIBUTION: CWO

TASK: 3010.27.01 (CORE PLUS) MONITOR MAINTENANCE OF STORED ASSETS

CONDITION(S): Given accountable assets, locator files, pending maintenance orders, and the references.

STANDARD(S): To ensure nonissued supply system stock is maintained in a serviceable, ready-to-issue condition in accordance with the references.

PERFORMANCE STEPS:

1. Verify that all items received for storage are serviceable.
2. Safeguard material from deterioration.
3. Ensure security of stored assets from theft and pilferage.
4. Inspect facility for infestation.
5. Direct maintenance procedures.
6. Direct reconciliation of pending maintenance work requests with the supporting maintenance facility on as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: CWO2

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling
3. UM 4400.124, SASSY Using Unit Procedures

DUTY AREA 28 - INTERMEDIATE OPERATIONS: CWO

TASK: 3010.28.01 (CORE PLUS) SUPERVISE SASSY SYSTEM EXECUTION

CONDITION(S): Given system printouts, previous cycle balance analysis, current cycle balance analysis, exception output, edit error listings, system transaction error listing, recycle listing (or system access to the SASSY database, VSAM files, InfoPac), access to an automated system with mainframe connectivity, local procedures, and the references.

STANDARD(S): To ensure SASSY inventory cycle and/or the associated subsystems are validated in accordance with the references.

PERFORMANCE STEPS:

1. Monitor system input.
2. Analyze system output data for proper processing and interfacing.
3. Ensure dissemination of information to supported units.
4. Perform corrective actions as required (i.e., coordinate with Defense Database Management Activities, restarts, backouts, hold output).
5. Validate Automated Digital Network (AUTODIN) functions.
6. Supervise output operations.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: CWO2

REFERENCE(S):

1. Local SOP
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual

DUTY AREA 29 - INTERMEDIATE STOCK CONTROL: CWO

TASK: 3010.29.01 (CORE PLUS) SUPERVISE REQUIREMENTS DETERMINATION

CONDITION(S): Given a General Account Stock Control Section, Item Review process output, Buy Review process output, local procedures, and the references.

STANDARD(S): To maintain integrity of the Buy Review process.

PERFORMANCE STEPS:

1. Review the references.
2. Review the Requisitioning Objective Recomputation policies and processes (Class III).
3. Manage buy requirements to maintain stockage levels.
4. Determine stockage levels and maintenance.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: CWO2

REFERENCE(S):

1. Local SOP
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
3. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3010.29.02 (CORE PLUS) MANAGE MATERIALS RETURN PROGRAM

CONDITION(S): Given a General Account Balance File (GABF), Excesses on the Excess Retention Quantity (ERQ) listing, and the reference.

STANDARD(S): To ensure identified on-hand materials are processed via the Materials Return Program.

PERFORMANCE STEPS:

1. Review the references.
2. Identify materials that would be subject to the Materials Return Program, per the references.
3. Manage excess determination processes.
4. Manage transaction input.
5. Monitor status/exception process sequence.
6. Direct Total Asset Visibility (TAV) requirements.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: CWO2

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
  2. UM 4400-60, Material Returns Program
  3. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3010.29.03 (CORE PLUS) MANAGE AN INTERMEDIATE LEVEL INITIAL ISSUE PROVISIONING (IIP)

CONDITION(S): Given the requirement to manage Initial Issue Provisioning Stocks at the intermediate level, pertinent draft planning data Material Fielding Plans (MFP), information from item project officer, appropriate program support data, Program Objective Memorandum (POM), Provision Program Documentation (PPD), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To process all due-in quantities, receipts, and releases of IIP stock.

PERFORMANCE STEPS:

1. Direct the establishment of repairable and/or consumable IIP accounts for each active project code.
2. Ensure assets are protected from excess redistribution and/or property disposal action for two years after IIP projects are released.
3. Process IIP data information when notification is received in a timely manner.
4. Monitor the transmission of Document Identifier Code (BP3) reporting on all provisioning projects not yet released to COMMARCORLOGBASES (P831).
5. Direct IIP release procedures.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: CWO2

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. MCO P4400.79\_, Provisioning Manual
3. UM 4400.123, FMF SASSY Management Unit Procedures



DUTY AREA 30 - INTERMEDIATE STORAGE: CWO

MCO 1510.73C  
DRAFT

DUTY AREA 31 - REPAIRABLE ISSUE POINT: CWO

Appendix B to  
ENCLOSURE (6)

MOS 3043, SUPPLY ADMINISTRATION AND OPERATIONS CLERK

DUTY AREA 01 - PROPERTY ACCOUNTING: E1 TO E3

TASK: 3043.01.01 (CORE) RECONCILE UNIT ALLOWANCES

CONDITION(S): Given the unit's Table of Organization and Equipment (T/O&E), Special Allowance authorization, Type 2 authorized allowances, Command Adjustment authorizations, access to an automated system with applicable software with internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile T/O&E, Type 2, special allowances, and command adjustments to quantities listed on the allowance field of the accountable record.
3. Identify discrepancies.
4. Induct allowance transactions to correct allowance disparity, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO 5311.1, Table of Organization and Equipment Allowance Change
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.124, SASSY Using Unit Procedures
5. UM 4400.15, Organic Property Control

---

TASK: 3043.01.02 (CORE) LOAD UNIT ALLOWANCES

CONDITION(S): Given the Table of Organization and Equipment (T/O&E), Special Allowances, Type 2 Allowances, Command Adjustment authorization, access to an automated system with applicable software with internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Reconcile T/O&E, Type 2, special allowances, and command adjustments to quantities listed on the allowance field of the accountable record.
3. Load appropriate transactions documents to accurately reflect allowance changes.

4. Take action to requisition deficiencies/dispose of excesses as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Pvt

REFERENCE(S):

1. MCO 5311.1, Table of Organization and Equipment Allowance Change
  2. MCO P4400.150\_, Consumer Level Supply Manual
  3. UM 4400.120, Asset Tracking for Logistics Supply System
  4. UM 4400.124, SASSY Using Unit Procedures
  5. UM 4400.15, Organic Property Control
- 

TASK: 3043.01.03 (CORE) MAINTAIN PROPERTY ACCOUNTING DOCUMENT

CONDITION(S): Given the organic property listing, Table of Organization and Equipment (T/O&E), documentation supporting changes of on-hand and allowance quantities, access to an automated system with applicable software with internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile allowances of all items reflected on the Table of Organization and Equipment (TO&E) with allowance quantities appearing on the Property Accounting Document.
3. Reconcile each new Property Accounting Document with the previous Property Accounting Document.
4. Correct all discrepancies.
5. Post all changes in on-hand quantities and submit associated transactions in a timely manner.
6. Post all allowance quantity changes and submit associated transactions in a timely manner.
7. Obtain supply officer's initials for all changes.
8. File reconciled Property Accounting Document.
9. File transactions meeting vouchering criteria and supporting documentation.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual

2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.01.04 (CORE) PROCESS REDISTRIBUTIONS

CONDITION(S): Given on-hand assets excesses over Authorized Allowances, access to an automated system with applicable software with internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Validate excesses are on-hand.
3. Process appropriate transactions as required.
4. Adjust property accounting records as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. MCO P4400.82\_, MUMMS Control Item Management Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.01.05 (CORE) PROCESS ROLLBACK TRANSACTIONS

CONDITION(S): Given excess material, access to an automated system with applicable software with internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Identify serviceable excess materials.
3. Load excess quantities to on-hand "AA."
4. Execute rollback.
5. Maintain rollback receipts in the voucher file.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. MCO P4400.150\_, Consumer Level Supply Manual
3. MCO P4400.82\_, MUMMS Control Item Management Manual
4. UM 4400.120, Asset Tracking for Logistics Supply System
5. UM 4400.124, SASSY Using Unit Procedures
6. UM 4400.15, Organic Property Control

---

TASK: 3043.01.06 (CORE) PROCESS DISPOSAL TRANSACTIONS

CONDITION(S): Given serviceable and unserviceable excess, Letters of Unserviceable Property (LUP) where applicable, access to an automated system with applicable software with internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Identify material required for disposal.
3. Load unserviceable quantities to on-hand "AF."
4. Load serviceable excess to on-hand "AA."
5. Induct disposal transactions.
6. Deliver unserviceable items to DRMO.
7. Maintain disposal documentation in the voucher file.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4000.25-1-M, Military Standard Requisitioning Issue Procedures (MILSTRIP)
2. DOD 4140.26-M, Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)
3. MCO P4400.150\_, Consumer Level Supply Manual
4. MCO P4400.82\_, MUMMS Control Item Management Manual
5. UM 4400.120, Asset Tracking for Logistics Supply System

6. UM 4400.124, SASSY Using Unit Procedures
7. UM 4400.15, Organic Property Control

---

TASK: 3043.01.07 (CORE) PROCESS CASH SALES FOR GOVERNMENT PROPERTY

CONDITION(S): Given a cash sale for Government property, required documentation, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Process appropriate transactions for all sales of Government property.
3. Maintain completed NAVMC 6s and D7s in the voucher file.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
2. UM 4400.124, SASSY Using Unit Procedures
3. UM 4400.15, Organic Property Control

---

TASK: 3043.01.08 (CORE) PROCESS ADJUSTMENT TRANSACTIONS (GAINS/LOSSES)

CONDITION(S): Given various automated supply system mainframe files, supporting documentation, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Process appropriate adjustment transactions as directed.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures

TASK: 3043.01.09 (CORE) MAINTAIN VOUCHER FILE

CONDITION(S): Given completed adjustment documents, supporting documentation, the voucher file, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. File by Document Identifier Code (DIC)/TAMCN/Document Number Sequence.
3. File all completed vouchers for two years.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
  2. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3043.01.10 (CORE) MAINTAIN SUB-CUSTODY RECORDS

CONDITION(S): Given the requirement to maintain subcustody records, property control documents, interim receipts, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare interim receipts for all issues and turn-ins.
3. Process adjustment transactions as required.
4. Correct disparities as directed.
5. Maintain subcustody records per the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures



---

TASK: 3043.01.11 (CORE) COMPLETE AND MAINTAIN SUBSIDIARY RECORDS FOR NON-ISSUED  
SERIALIZED ITEMS

CONDITION(S): Given serialized and highly pilferable items and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Inventory unissued serialized and highly pilferable items.
3. Complete subsidiary records on all items inventoried.
4. Maintain subcustody record, if applicable.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4400.15, Organic Property Control

---

TASK: 3043.01.12 (CORE) PREPARE INDIVIDUAL MEMORANDUM RECEIPT (IMR) CARD

CONDITION(S): Given the requirement to issue individual equipment, an IMR card, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare the IMR cards.
3. Obtain initials/signatures.
4. File the IMR cards.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.124, SASSY Using Unit Procedures

MCO 1510.73C  
DRAFT

3. UM 4400.15, Organic Property Control

Appendix C to  
ENCLOSURE (6)

DUTY AREA 02 - REQUISITIONING: E1 TO E3

TASK: 3043.02.01 (CORE) PERFORM TECHNICAL RESEARCH AND DATA LOAD

CONDITION(S): Given a Part Number (P/N), nomenclature, and or a National Stock Number/National Item Identification Number (NSN/NIIN) from supported customers, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To enable transactions to process.

PERFORMANCE STEPS:

1. Review the references.
2. Validate the technical data information.
3. Prepare the appropriate tech data load/change.
4. Induct ZOE/ZNS transactions into the daily cycle.
5. Load nonsystem NSN/NIIN to the Master Header Information File (MHIF).
6. Prepare Monthly Field Change Data adjustment transactions (DND, DMC) for induction into the monthly field change cycle.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Pvt

REFERENCE(S):

1. FEDLOG, Federal Logistic Data on Compact Disk
2. UM 4400.123, FMF SASSY Management Unit Procedures
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.02.02 (CORE) VERIFY UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS) DESIGNATOR ASSIGNMENTS

CONDITION(S): Given pending requirements, lists of individuals authorized to approve UMMIPS designators, higher headquarters guidance, and the references.

STANDARD(S): To ensure appropriate priorities are used for all requirements.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile assigned priority with authorized force activity designator.
3. Ensure requirement contains the signature of individual authorized to assign the priority.
4. Take corrective action as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Pvt

REFERENCE(S):

1. MCO 4400.16\_, Uniform Material Movement Issue and Priority System
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.124, SASSY Using Unit Procedures
5. UM 4400.15, Organic Property Control

---

TASK: 3043.02.03 (CORE) PROCESS MECHANIZED ADDITIONAL DEMANDS

CONDITION(S): Given a requirement for supplies and equipment, a Document Control File, access to all mechanized edit error/exception listings, the Master Header Information File (MHIF), FedLog Compact Disk, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure all requisitions successfully post to the Document Control File.

PERFORMANCE STEPS:

1. Review the references.
2. Conduct technical research of the requirement.
3. Identify maintenance/supply transactions.
4. Induct the requisition.
5. Review Daily Histories and Document Control File, all edit error/exception recycle reason codes, and ATLASS suspense reason codes to determine cause for transactions not processing properly.
6. Reconcile all pending requisitions with the subsequent Document Control File.
7. Correct and reinduct requisitions as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.123, FMF SASSY Management Unit Procedures
5. UM 4400.124, SASSY Using Unit Procedures

6. UM 4790.5, MIMMS (AIS) Field Users Manual

---

TASK: 3043.02.04 (CORE) PROCESS MARINE CORPS INTEGRATED MAINTENANCE MANAGEMENT (MIMMS) TRANSACTIONS

CONDITION(S): Given access to a maintenance order/maintenance part request, a NAVMC 10694, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure "4 Add" transactions post to the maintenance records status file prior to submitting subsequent MIMMS transactions.
3. Process 8 card receipt/cancellation transaction.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
2. UM 4400.124, SASSY Using Unit Procedures
3. UM 4790.5, MIMMS (AIS) Field Users Manual

---

TASK: 3043.02.05 (CORE) PROCESS EDIT ERROR AND EXCEPTION LISTING

CONDITION(S): Given an edit error/exception listing, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure transactions process correctly.

PERFORMANCE STEPS:

1. Review the references.
2. Review edit error and exception listings.
3. Identify edit error and exception codes.
4. Determine reasons for errors.
5. Annotate corrective action on listing.
6. Reinduct corrected transactions.
7. File listing for required retention period in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
2. UM 4400.123, FMF SASSY Management Unit Procedures
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.02.06 (CORE) RECONCILE DOCUMENT CONTROL FILE

CONDITION(S): Given a previous Document Control File (DCF), current DCF, pending transactions, access to an automated system with applicable software and internet conductivity, and the reference.

STANDARD(S): To ensure all transactions have posted to the Document Control File.

PERFORMANCE STEPS:

1. Review the references.
2. Validate all transactions have posted to the current DCF.
3. Maintain current Document Control File.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.123, FMF SASSY Management Unit Procedures
4. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.02.07 (CORE) PROCESS REQUISITION FOLLOW UPS/ MODIFICATIONS/ CANCELLATIONS

CONDITION(S): Given access to an automated system with applicable software and internet conductivity, Document Control File (DCF), mainframe access, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review the Document Control File.
3. Submit cancellation, modifiers, and follow-ups as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
2. UM 4400.123, FMF SASSY Management Unit Procedures
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4790.5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Automated Supply System generic term for ATLASS

---

TASK: 3043.02.08 (CORE) PROCESS RECEIPTS

CONDITION(S): Given DD Form 1348-1 receipts, access to mechanized files, Document Control File (DCF) listings, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine required action for each receipt.
3. Submit appropriate receipt transaction.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
  2. UM 4400.123, FMF SASSY Management Unit Procedures
  3. UM 4400.124, SASSY Using Unit Procedures
  4. UM 4400.15, Organic Property Control
  5. UM 4790.5, MIMMS (AIS) Field Users Manual
- 

TASK: 3043.02.09 (CORE) MAINTAIN PROOF OF DELIVERY (POD)

CONDITION(S): Given receipts and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.

2. File all documents in POD file document number sequence.
3. Retain documents in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4400.15, Organic Property Control

---

TASK: 3043.02.10 (CORE PLUS) PROCESS A SUPPLY DISCREPANCY REPORT (SDR)

CONDITION(S): Given a requirement to submit a Supply Discrepancy Report (SDR), access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine the type of discrepancy.
3. Determine distribution of SDR.
4. Prepare and submit SDR, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. SECNAVINST 4355.18, Reporting of Items and Packaging Discrepancies
2. UM 4400.123, FMF SASSY Management Unit Procedures
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.02.11 (CORE) PROCESS MATERIAL OBLIGATION VALIDATION (MOV)/BACK ORDER VALIDATION (BOV)

CONDITION(S): Given the MOV/BOV listing, the exception listings, Document Control File (DCF), access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.



PERFORMANCE STEPS:

1. SASSY Management Unit (SMU)
  - a. Review the references.
  - b. Initiate the MOV cycle.
  - c. Provide exception reports to Using Units.
  - d. Reconcile all resulting exceptions.
  - e. Take corrective action.
  - f. SMU Operations confirm receipt of response by Defense Automated Addressing System (DAAS) and Integrated Material/Weapon System Manager (IMM).
2. Using Unit
  - a. Review the references.
  - b. Reconcile the Document Control File (DCF) with MOV/BOV listing..
  - c. Identify all requisitions requiring MOV/BOV cycle validation for which "AN/AP" transactions have not been posted.
  - d. Forward inductions to SMU for action.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
2. UM 4400.123, FMF SASSY Management Unit Procedures
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.02.12 (CORE PLUS) PROCESS SELF-SERVICE CENTER SHOPPING LIST

CONDITION(S): Given self-service center shopping list, self-service catalog, document number logbook, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Obtain self-service shopping list from customer.
2. Validate requirements.
3. Perform technical research.
4. Ensure sufficient funding is available.

5. Process shopping list.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
- 

TASK: 3043.02.13 (CORE) PROCESS WALK-THRU ADDITIONAL DEMANDS

CONDITION(S): Given access to the SASSY Management Unit (SMU), a high priority demand, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Perform technical research.
3. Obtain authorization signature on requisition.
4. Hand carry requisition to the SMU.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
  2. UM 4400.123, FMF SASSY Management Unit Procedures
  3. UM 4400.124, SASSY Using Unit Procedures
  4. UM 4790.5, MIMMS (AIS) Field Users Manual
- 

TASK: 3043.02.14 (CORE) PROCESS OPEN PURCHASE REQUESTS

CONDITION(S): Given a GPCP card, approved open purchase request document, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Obtain authority to use GPCP card with set limitations by unit or activity.
3. Ensure GPCP purchase request documents are approved by appropriate authority.
4. Purchase the approved items.

5. Receipt for supplies.
6. Distribute as required.
7. Obtain signature from recipient verifying that they received the requested items.
8. Load nonexpendable items on property records as required.
9. Validate and reconcile monthly statement.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. GSA CONTRACT, GSA CONTRACT NUMBER 23F94031
3. MCO P4200.15\_, USMC Purchasing Procedures Manual

DUTY AREA 03 - FISCAL MANAGEMENT: E1 TO E3

TASK: 3043.03.01 (CORE) PERFORM STANDARD ACCOUNTING, BUDGETING, AND REPORTING SYSTEM (SABRS) FISCAL PROCEDURES

CONDITION(S): Given source documents, SABRS management reports, local guidance from the comptroller, access to an automated system with applicable software and internet conductivity, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Verify source documents, pending requisitions, pending cancellations and memorandum records.
3. Reconcile SABRS management reports.
4. Prepare the appropriate report.
5. Verify information appearing on reconciliation report.
6. Correct all discrepancies.
7. Request adjustments to unit spending plan as necessary.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. MCO P7300.21, SABRS Financial Procedures Manual
3. SABRS USER MANUAL, Standard Accounting, Budgeting, and Reporting System (SABRS) Manual

---

TASK: 3043.03.02 (CORE) MAINTAIN FISCAL REPORT

CONDITION(S): Given pending requisition files, pending cancellation files, existing financial reports, memorandum records, and the references.

STANDARD(S): Discrepancies will be reconciled and corrections made to the financial accounting data base.

PERFORMANCE STEPS:

1. Review the references.
2. Review data on the Financial Reports.
3. Reconcile Financial Reports.

4. Reconcile discrepancies.
5. Input or submit change transactions.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. MCO P7300.21, SABRS Financial Procedures Manual
3. SABRS USER MANUAL, Standard Accounting, Budgeting, and Reporting System (SABRS) Manual
4. UM 4400.124, SASSY Using Unit Procedures

DUTY AREA 04 - MISCELLANEOUS: E1 TO E3

TASK: 3043.04.01 (CORE PLUS) PERFORM SASSY/ATLASS QUARTERLY RECONCILIATION

CONDITION(S): Given SASSY mainframe files, using unit ATLASS files, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile the mainframe files with using unit ATLASS files.
3. Identify the discrepancies.
4. Process transactions for correction.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.04.02 (CORE PLUS) MAINTAIN SUPPLY SECTION PUBLICATION LISTING (PL)

CONDITION(S): Given the supply section's Publication Listing (PL), local Standing Operating Procedures, access to an automated system with applicable software and internet conductivity, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Validate supply publication requirements with appropriate administration section.
2. Verify that required publications are on hand or on order.
3. Verify that inventory quantities are sufficient to support internal distribution of publications within the section.
4. Coordinate with the unit Administration Section to report all changes to the PL to HQMC (AREB) on NAVMC 11041.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P5600.31\_, Marine Corps Publications and Printing Regulations



MCO 1510.73C  
DRAFT

DUTY AREA 05 - COMBAT SERVICE SUPPORT: E1 TO E3

Appendix C to  
ENCLOSURE (6)



DUTY AREA 06 - INTERMEDIATE SUPPLY SUPPORT OPERATIONS: E1 TO E3

MCO 1510.73C  
DRAFT

DUTY AREA 07 - STORAGE AND DISTRIBUTION: E1 TO E3

Appendix C to  
ENCLOSURE (6)

DUTY AREA 08 - REPAIRABLE ISSUE POINT: E1 TO E3

DUTY AREA 21 - PROPERTY ACCOUNTING: NCO

TASK: 3043.21.01 (CORE) VALIDATE REQUEST FOR TABLE OF ORGANIZATION AND EQUIPMENT (TO&E) CHANGE

CONDITION(S): Given the requirement for a change of allowance and the references.

STANDARD(S): To ensure requests are accurately submitted.

PERFORMANCE STEPS:

1. Review the references.
2. Determine the desired allowance quantity.
3. Identify/validate justification for change of allowance.
4. Submit request for modification of allowance via chain of command.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO 5311.1, Table of Organization and Equipment Allowance Change
2. MCO P4400.150\_, Consumer Level Supply Manual

---

TASK: 3043.21.02 (CORE) CHALLENGE INACCURATE ALLOWANCE DATA

CONDITION(S): Given a document authorizing the change of allowance, the Unit's Table of Organization and Equipment (TO&E), and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Document received without corresponding TO&E allowance change.
  - a. Review the reference.
  - b. Review the document indicating that an allowance is to be changed.
  - c. Review the TO&E to ensure that the allowance has been changed.
  - d. Prepare an TO&E challenge for discrepant conditions, citing supporting source documentation.
  - e. Take appropriate follow-up action until challenge is resolved.
2. Allowance changed on TO&E without supporting documentation.
  - a. Review the reference.
  - b. Review the TO&E.

- c. Search for supporting documentation for allowance changes.
- d. Submit TO&E challenge for discrepant condition.
- e. Take appropriate follow-up action until challenge is resolved.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

- 1. MCO 5311.1, Table of Organization and Equipment Allowance Change
- 2. MCO P4400.150\_, Consumer Level Supply Manual

---

TASK: 3043.21.03 (CORE) SUPERVISE MAINTANENCE OF THE PROPERTY CONTROL DOCUMENT

CONDITION(S): Given the organic property listing, documentation supporting changes of on-hand and allowance quantities, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

- 1. Review the references.
- 2. Reconcile allowances of all items reflected on the Table of Equipment (T/E) with allowance quantities appearing on the Property Control Document.
- 3. Reconcile each new Property Control Document with the previous Property Control Document.
- 4. Note all discrepancies.
- 5. Supervise corrective action.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

- 1. MCO 5311.1, Table of Organization and Equipment Allowance Change
- 2. MCO P4400.150\_, Consumer Level Supply Manual
- 3. UM 4400.120, Asset Tracking for Logistics Supply System
- 4. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.21.04 (CORE) MAINTAIN EDIT ERROR AND EXCEPTION LISTINGS

CONDITION(S): Given an edit error/exception listing, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To determine the cause for the errors/exceptions and follow-up by correcting and reinducting transaction.

PERFORMANCE STEPS:

1. Review the references.
2. Review edit error and exception listings.
3. Identify edit error and exception codes.
4. Determine reasons for errors.
5. Annotate corrective action on listing.
6. Reinduct corrected transactions.
7. File listing for required retention period.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Cpl

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
2. UM 4400.123, FMF SASSY Management Unit Procedures
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.21.05 (CORE) MONITOR ADJUSTMENT TRANSACTIONS

CONDITION(S): Given access to an automated system with applicable software and internet conductivity, access to supply system mainframe files, supporting documentation, and the references.

STANDARD(S): By reviewing associated files and verifying accuracy and retaining for specified retention periods as required by the references.

PERFORMANCE STEPS:

1. Review automated supply system history files in conjunction with mainframe voucher file to rectify discrepancies and conduct causative research.
2. Ascertain cause of computer-generated gains.
3. Conduct corrective action by inducting appropriate adjustment transactions.
4. Monitor Money Value Gain/Loss Notices and supporting documentation.
5. Conduct periodic reconciliation of the Property Control Documents and Document Control File and maintain audit trail of all adjustment transactions.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Cpl

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
  2. UM 4400.120, Asset Tracking for Logistics Supply System
  3. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3043.21.06 (CORE) MAINTAIN MONEY VALUE GAIN/LOSS (MVGLN) NOTICE REPORTS

CONDITION(S): Given Money Value Gain/Loss notices (MVGLs), the voucher file, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review the MVGLs.
3. Provide narrative justification as necessary.
4. Obtain certification/signature of Commanding Officer or designated representative.
5. File MVGLs in the voucher file.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Cpl

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
  2. UM 4400.120, Asset Tracking for Logistics Supply System
  3. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3043.21.07 (CORE) MAINTAIN VOUCHER FILE

CONDITION(S): Given completed reports of investigation, the voucher file, the appropriate property records, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure required supply actions identified in the investigation are completed In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. File Document Identifier Code (DIC)/TAMCN/Document Number Sequence.

3. Maintain all completed vouchers for two years.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Cpl

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
  2. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3043.21.08 (CORE) MAINTAIN MARINE CORPS SMALL ARMS REPORT

CONDITION(S): Given custody of small arms, the annual Naval Surface Warfare Center Division (NAVSURFWARCENDIV), Crane, Indiana small arms report, record of changes in weapons custody, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Validate Crane Report against actual weapon serial numbers.
3. Reconcile weapons custody records with the Crane Report.
4. Correct all discrepancies.
5. Report all changes in weapons custody to NAVSURFWARCENDIV as they occur.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO 8300.1\_, USMC Serialized Control of Small Arms System
  2. UM 4400.15, Organic Property Control
- 

TASK: 3043.21.09 (CORE PLUS) PREPARE EQUIPMENT CUSTODY RECORD (ECR) CARD

CONDITION(S): Given the requirement to establish a temporary custody record, ECR cards, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare the ECR cards.



3. Obtain command authorization/identification of responsible individual for temporary change of custody outside the owning organization.
4. Obtain a signature on the ECR card.
5. Maintain ECR cards on file until returned to owning unit custody.
6. Monitor ECR cards to ensure item is returned on schedule.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4400.15, Organic Property Control

---

TASK: 3043.21.10 (CORE PLUS) ACCOUNT FOR MORALE, WELFARE, AND RECREATION (MWR) EQUIPMENT

CONDITION(S): Given a custody receipt card, Equipment Custody Record (ECR), (NAVMC 708) Stock Record and Inventory Control Card, access to an automated system with applicable software and internet conductivity, subcustody records, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Issue MWR equipment.
3. Obtain and maintain receipts for issues and MWR equipment.
4. Receipt for returned special service equipment.
5. Inspect required MWR equipment for serviceability.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. MCO P1700.27, MWR Policy Manual
3. MCO P4400.150\_, Consumer Level Supply Manual
4. UM 4400.120, Asset Tracking for Logistics Supply System
5. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.21.11 (CORE) PROCESS MISSING, LOST, STOLEN, RECOVERED (MLSR) PROPERTY REPORT

CONDITION(S): Given an instance of missing, lost, stolen, or recovered Government property, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine if an MLSR is required.
3. Submit the appropriate MLSR as required.
4. Maintain MLSRs in the correspondence files/voucher file, as appropriate.
5. Follow up on all pending MLSRs.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO 4340.1\_, Reporting Missing/Lost/Stolen/Recovered Government Property
2. SECNAVINST 5500.4\_, Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property

---

TASK: 3043.21.12 (CORE PLUS) MAINTAIN CURRENT AUTHORIZATION FILE OF PERSONNEL AUTHORIZED TO RECEIPT/TURN IN MATERIAL

CONDITION(S): Given access to correspondence files containing letters authorizing personnel to receipt for and turn-in materials, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure authorizations are complete.
3. File authorizations.
4. Conduct periodic review of files to ensure files are maintained in a current status.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Cpl

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.124, SASSY Using Unit Procedures
3. UM 4400.15, Organic Property Control

---

TASK: 3043.21.13 (CORE) PROCESS LETTERS OF UNSERVICEABILITY PROPERTY

CONDITION(S): Given Letters of Unserviceable Property (LUP), access to an automated system with applicable software and internet conductivity, access to mechanized accounting files, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Adjust the balance files as required.
3. Maintain LUP in voucher file.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Cpl

REFERENCE(S):

1. MCO P4400.82\_, MUMMS Control Item Management Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4400.15, Organic Property Control

DUTY AREA 22 - REQUISITIONING: NCO

TASK: 3043.22.01 (CORE) VALIDATE MECHANIZED ADDITIONAL DEMANDS

CONDITION(S): Given a requirement for supplies and equipment, a Document Control File, access to all mechanized edit error/exception listings, the Master Header Information File (MHIF), FedLog Compact Disk, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review Daily Histories to ensure requisitions are processed appropriately.
3. Review Daily Histories, Document Control File, all edit error/exception recycle reason codes, and suspense reason codes to determine cause for transactions not processing properly.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Cpl

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.123, FMF SASSY Management Unit Procedures
5. UM 4400.124, SASSY Using Unit Procedures
6. UM 4790.5, MIMMS (AIS) Field Users Manual

---

TASK: 3043.22.02 (CORE) VERIFY UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS) DESIGNATOR ASSIGNMENTS

CONDITION(S): Given pending requirements, lists of individuals authorized to approve UMMIPS designators, higher headquarters guidance, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure appropriate priorities are used for all requirements.

PERFORMANCE STEPS:

1. Review the references.
2. Verify urgency of requirement with assigned priority.
3. Ensure requirement contains the signature of individual authorized to assign the priority.

4. Supervise corrective action.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Cpl

REFERENCE(S):

1. MCO 4400.16\_, Uniform Material Movement Issue and Priority System
  2. MCO P4400.150\_, Consumer Level Supply Manual
  3. UM 4400.120, Asset Tracking for Logistics Supply System
  4. UM 4400.124, SASSY Using Unit Procedures
  5. UM 4400.15, Organic Property Control
- 

TASK: 3043.22.03 (CORE) MANAGE EDIT ERROR AND EXCEPTION LISTINGS

CONDITION(S): Given an edit error/exception listing, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure all transactions are processed accurately.

PERFORMANCE STEPS:

1. Review the references.
2. Review edit error and exception listings.
3. Identify edit error and exception codes.
4. Determine reasons for errors.
5. Take corrective action, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
  2. UM 4400.123, FMF SASSY Management Unit Procedures
  3. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3043.22.04 (CORE) RECONCILE CUSTOMER DEMANDS

CONDITION(S): Given a Document Control File, printed copy of a maintenance order listing, a maintenance records status file, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure all customer demands are active in the supply system and the required follow-ups are submitted.

PERFORMANCE STEPS:

1. Review the references.
2. Schedule reconciliations with appropriate sections.
3. Review all requisitions.
4. Take appropriate action as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4790.5, MIMMS (AIS) Field Users Manual

---

TASK: 3043.22.05 (CORE) MANAGE DOCUMENT CONTROL FILE (DCF)

CONDITION(S): Given transactions inducted into automated supply system, access to an automated system with applicable software and internet conductivity, mainframe access, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Validate information with pending transactions.
3. Monitor corrective action taken.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
  2. UM 4400.120, Asset Tracking for Logistics Supply System
  3. UM 4400.123, FMF SASSY Management Unit Procedures
  4. UM 4400.124, SASSY Using Unit Procedures
-

TASK: 3043.22.06 (CORE PLUS) PROCESS A SUPPLY DISCREPANCY REPORT (SDR)

CONDITION(S): Given a requirement to submit a SDR, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure the SDR is accurately completed and submitted per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine the type of discrepancy.
3. Determine distribution of SDR.
4. Prepare and submit SDR, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. SECNAVINST 4355.18, Reporting of Items and Packaging Discrepancies
2. UM 4400.123, FMF SASSY Management Unit Procedures
3. UM 4400.124, SASSY Using Unit Procedures

DUTY AREA 23 - FISCAL MANAGEMENT: NCO

TASK: 3043.23.01 (CORE) PERFORM STANDARD ACCOUNTING, BUDGETING, AND REPORTING SYSTEM (SABRS) FISCAL PROCEDURES

CONDITION(S): Given source documents, SABRS management reports, local guidance from the comptroller, access to an automated system with applicable software and internet conductivity, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Verify source documents, pending requisitions, pending cancellations and memorandum records.
3. Reconcile SABRS management reports.
4. Verify information appearing on reconciliation report.
5. Identify all discrepancies.
6. Recommend adjustments to unit spending plan as necessary.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. MCO P7300.21, SABRS Financial Procedures Manual
3. SABRS USER MANUAL, Standard Accounting, Budgeting, and Reporting System (SABRS) Manual

---

TASK: 3043.23.02 (CORE) VERIFY FISCAL REPORTS

CONDITION(S): Given pending requisition files, pending cancellation files, existing financial reports, memorandum records, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review data on the Financial Reports.
3. Identify discrepancies.
4. Direct corrective actions.



INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P7300.21, SABRS Financial Procedures Manual
2. SABRS USER MANUAL, Standard Accounting, Budgeting, and Reporting System (SABRS) Manual
3. UM 4400.124, SASSY Using Unit Procedures

DUTY AREA 24 - MISCELLANEOUS: NCO

TASK: 3043.24.01 (CORE PLUS) MANAGE SUPPLY SECTION PUBLICATION LISTING

CONDITION(S): Given the supply section's Publication Listing (PL), access to an automated system with applicable software and internet conductivity, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Validate supply publication requirements with appropriate administration section.
2. Verify that required publications are on-hand or on order.
3. Verify that inventory quantities are sufficient to support internal distribution of publications within the section.
4. Coordinate with the unit Administration Section to report all changes to the PL to HQMC (AREB) on NAVMC 11041.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. MCO P5600.31\_, Marine Corps Publications and Printing Regulations

---

TASK: 3043.24.02 (CORE) VERIFY THE PROCESSING OF CASH COLLECTION VOUCHERS

CONDITION(S): Given instances of collections of public funds, NAVMC 10298, NAVMC 6, NAVCOMPT 2114, NAVMC 604/604B, SF 1080, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure all public funds are turned in to the appropriate disbursing officer In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Supervise the preparation of SF 1080 for all cash collections for the sale of Government property, Packaged Operational Rations (PORs), uniform clothing, and other reimbursements.
3. Ensure funds collected are turned into the appropriate disbursing officer in a timely manner with all supporting documentation.
4. Verify counter signature of disbursing officer/agent is obtained to acknowledge receipt of funds.

5. Verify all sales of PORs are reported to appropriate higher headquarters accompanied by a completed copy of the SF 1080.
6. Maintain a completed copy of the SF 1080 in the voucher file.
7. Supervise the case collections and turn-in of funds.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Cpl

REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. MCO P10110.14\_, Food Service Standard Operating Procedures
3. MCO P4400.150\_, Consumer Level Supply Manual
4. UM 4400.124, SASSY Using Unit Procedures
5. UM 4400.15, Organic Property Control

---

TASK: 3043.24.03 (CORE) MAINTAIN PERSONAL EFFECTS CONTROL PROCEDURES

CONDITION(S): Given a morning report, personal effects, circumstances leading to receipt of personal effects, personal effects inventory form (NAVMC 10154), access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure all items of personal effects are accounted for and properly disposed of per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Screen the Morning Report for personal separated from their personal effects.
3. Establish case files for individuals separated from their personal effects.
4. Ensure containers are clearly marked with member's name, grade, SSN, and status.
5. Ensure copy of inventory form is place in each container.
6. Log luggage tags into personal effects logbook.
7. Seal all containers.
8. Tag container with luggage tags.
9. Staple claim stubs to NAVMC 10154's.
10. Sign NAVMC 10154's to indicate receipt.
11. Store personal effects in secure areas.
12. Dispose of personal effects per the references.

Appendix C to  
ENCLOSURE (6)

13. Return personal effects to individuals no longer separated and update logbook.
14. Update case files/logbook entries based on changes in status of individual.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P3040.4\_, Marine Corps Casualty Processing Manual
2. MCO P4050.38\_, Personal Effects and Baggage Manual

---

TASK: 3043.24.04 (CORE PLUS) ACCOUNT FOR PACKAGED OPERATIONAL RATIONS (POR)

CONDITION(S): Given the requirement to account for PORs, NAVMC 708, NAVMC 713, NAVMC 10789, NAVMC 10299, POR usage report (NAVMC 1110), miscellaneous adjustment transactions, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Post receipts to NAVMC 708 and NAVMC 713 records.
2. Prepare documentation (NAVMC 10789) for issue of PORs and post to the accounting records.
3. Prepare documentation (NAVMC 10298) for sale of PORs and post to the accounting records.
4. Prepare/post miscellaneous adjustments to POR accounting records.
5. Prepare and submit POR usage report, as required.
6. Maintain an authorized copy of the supporting documentation for all quantitative changes in the voucher file.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. MCO 10110.40\_, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations
3. MCO P10110.14\_, Food Service Standard Operating Procedures
4. UM 4400.124, SASSY Using Unit Procedures
5. UM 4400.15, Organic Property Control

TASK: 3043.24.05 (CORE PLUS) ACCOUNT FOR CLASS V(W) AMMUNITION

CONDITION(S): Given ammunition, required documentation, NAVMC 10774 forms, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Establish NAVMC 10774s, as appropriate.
3. Receipt for ammunition.
4. Issue Ammunition to the responsible units.
5. Post receipt and issue transactions to the NAVMC 10774.
6. Return unused ammunition to the supply source.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO 8010.1\_, Class V(W) Supply
2. MCO P4400.150\_, Consumer Level Supply Manual
3. MCO P8011.4\_, USMC Table of Allowance for Ammunition
4. OPNAV 8020.13, Certification & Identification of Inert Ordnance for Display, Training and other purposes

---

TASK: 3043.24.06 (CORE PLUS) PROCESS INDIVIDUAL CLOTHING REQUISITIONS

CONDITION(S): Given a clothing issue funded by the Marine Corps, NAVMC 604, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine the validity of the requirement.
3. Determine allowance quantities.
4. Prepare NAVMC 604/NAVMC 604B.
5. Submit requisition to appropriate source.
6. Issue requisitioned items.

7. Make liaison with S-1 to ensure supplementary uniform clothing issues are reflected in the Individual's Service Record Book (SRB).
8. Units approved via MARFORRES Consolidated Purchasing Activity Center.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Cpl

REFERENCE(S):

1. MCBUL 10120, Clothing Allowance for Enlisted Personnel
2. MCO P10120.28\_, Individual Clothing Regulations
3. MCO P10120.34\_, Clothing/Textile Requirement Data

---

TASK: 3043.24.07 (CORE PLUS) PREPARE NAVMC 631/631A INDIVIDUAL CLOTHING RECORD

CONDITION(S): Given a completed NAVMC 604/604B for supplementary/enlisted USMCR uniform clothing issues, NAVMC 631/631A, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare a NAVMC 631/631A to reflect:
  - a) All supplementary uniform clothing issues, as appropriate.
  - b) All uniform clothing issues and annual clothing inventories, as appropriate.
3. Maintain NAVMC 631/631A clothing records.
4. Forward completed NAVMC 631/631A to unit administrative section for inclusion in the appropriate SRB.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Cpl

REFERENCE(S):

1. MCBUL 10120, Clothing Allowance for Enlisted Personnel
2. MCO P10120.28\_, Individual Clothing Regulations
3. MCO P10120.34\_, Clothing/Textile Requirement Data

---

TASK: 3043.24.08 (CORE PLUS) MAINTAIN CONTROL OF SERIALIZED BLANK FORMS

CONDITION(S): Given on-hand stocks of serialized, controlled blank forms, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure accurate balances of serialized, controlled blank forms are maintained per established directives.

PERFORMANCE STEPS:

1. Review the references.
2. Inventory serialized controlled blank forms.
3. Register all serialized controlled blank forms in the appropriate logbook.
4. Post receipts and issues in the logbook.
5. Conduct and document results of monthly inventory.
6. Safeguard serialized controlled blank forms.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.24.09 (CORE PLUS) SUPERVISE TRAINING OF SUPPLY PERSONNEL

CONDITION(S): Given supply personnel with varying degrees of technical proficiency, a unit training plan, personnel training records, training schedule, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To meet appropriate standards for skill levels and occupational specialty.

PERFORMANCE STEPS:

1. Review the references.
2. Determine technical knowledge deficiencies of unit supply personnel.
3. Determine on-the-job and sustainment training requirements by grade and MOS.
4. Identify method of training.
5. Develop training aids as required.
6. Establish a training schedule by topic.
7. Supervise the preparation of lesson plans.
8. Assign personnel to conduct training by topic.
9. Maintain lesson plans.

10. Conduct sustainment training using published training standards.
11. Encourage use of self-directed study and assist in providing resources.
12. Monitor correction of technical knowledge deficiencies through observation and required counseling.
13. Conduct periodic reviews of training records to ensure proper training sustainment.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. MCO 1553.3, Marine Corps Unit Training Management
3. MCO 1610.12, USMC Counseling Program
4. MCO P4400.150\_, Consumer Level Supply Manual
5. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
6. SAT USER'S GUIDE, Systems Approach to Training
7. SECNAVINST 5215.1\_, Department of Navy Directives Issuance System
8. SECNAVINST 5216.5\_, Correspondence Manual
9. UM 4400-60, Material Returns Program
10. UM 4400.123, FMF SASSY Management Unit Procedures
11. UM 4400.124, SASSY Using Unit Procedures
12. UM 4400.15, Organic Property Control

---

TASK: 3043.24.10 (CORE PLUS) GENERATE ROUTINE AUTOMATED SUPPLY SYSTEM MANAGEMENT REPORTS

CONDITION(S): Given a requirement to provide information, access to an automated system with applicable software and internet conductivity, and the reference.

STANDARD(S): To provide the necessary information based on the requirement.

PERFORMANCE STEPS:

1. Review the requirement.
2. Review the reference for report generation and data retrieval.
3. Generate the appropriate management reports.
4. Review the reports.



5. Provide the required information.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
- 

TASK: 3043.24.11 (CORE) MANAGE THE EXECUTION OF AUTOMATED SUPPLY SYSTEMS

CONDITION(S): Provided access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure appropriate transactions, reports, and system maintenance are conducted per established directives.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare appropriate supply transactions.
3. Perform special processing procedures.
4. Complete external interfaces with subsystems.
5. Perform and complete daily cycle procedures.
6. Perform transaction maintenance.
7. Produce courier diskettes for transactions to be sent out.
8. Display, print, and review reports.
9. Perform system maintenance.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
  2. UM 4400.123, FMF SASSY Management Unit Procedures
  3. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3043.24.12 (CORE PLUS) USE THE ASSET TRACKING FOR LOGISTICS AND SUPPLY SYSTEM (ATLASS) AD HOC FEATURE

CONDITION(S): Given access to an automated system loaded with ATLASS and internet conductivity, access to all reports, and the references.

STANDARD(S): To ensure AD HOC features are loaded and used to generate reports to improve the performance of research on documents or to derive desired data.

PERFORMANCE STEPS:

1. Review the references.
2. Load AD HOC.
3. Generate reports.
4. Create own program in AD HOC.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
2. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.24.13 (CORE) PROCESS GSA ADMINISTRATIVE SUPPLIES PHONE REQUEST

CONDITION(S): Given access to GSA phone order catalog, GSA requisition form 3542, and local Standard Operating Procedure.

STANDARD(S): GSA phone orders will be appropriately documented.

PERFORMANCE STEPS:

1. Submit GSA requisition form 3542 to appropriate approval authority.
2. Consolidate requests.
3. Place approved items on order.
4. Receipt for supplies.
5. Distribute requested items to personnel authorized to receipt for supplies.
6. Maintain files per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Sgt

REFERENCE(S): (NONE)

DUTY AREA 25 - COMBAT SERVICE SUPPORT: NCO

TASK: 3043.25.01 (CORE PLUS) DEVELOP SUPPLY SUPPORT PLANS IN SUPPORT OF COMBAT SERVICE SUPPORT OPERATIONS

CONDITION(S): Given the amount of supplies available, ability to transport supplies, supply priority established by the unit, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure the plan will conform to the established priority and support the operation concept and mission objectives.

PERFORMANCE STEPS:

1. Review the references.
2. Write supply support plan to include guidelines for issue, storage, and transportation of all classes of supply.
3. Ensure compliance with the references, mission objectives, and concept of operations.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations
2. MCO 4400.16\_, Uniform Material Movement Issue and Priority System

---

TASK: 3043.25.02 (CORE PLUS) PROVIDE REQUIRED SUSTAINMENT FOR A DEPLOYING FORCE

CONDITION(S): Given a situation involving a deploying force, a list of sustainment requirements for the force, an equipment density list Deployment Support Package Guide (DSPG), Time Phase Force Deployment Data (TPFDD), access to an automated system with applicable software and internet conductivity, and the reference.

STANDARD(S): To ensure sustainment requirements are met per the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Obtain sustainment requirements from the deploying force.
3. Calculate sustainment needs of the deploying force.
4. Source calculated sustainment needs of the deploying force.
5. Validate calculated sustainment against the TPFDD.
6. Fill all resulting shortfalls.
7. Maintain support while deployed.

MCO 1510.73C  
DRAFT

8. Establish and execute rollback at completion of operations.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Sgt

REFERENCE(S):

1. MCO P3000.18, Marine Corps Planner's Manual

DUTY AREA 26 - INTERMEDIATE SUPPLY SUPPORT OPERATIONS: NCO

TASK: 3043.26.01 (CORE PLUS) COORDINATE REVIEW OF CLASS I MODULE OUTPUT ERRORS

CONDITION(S): Given access to Class I change module output, notification message of change, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Identify any errors in data output.
3. Initiate corrective action.
4. Document error conditions.
5. Report error conditions to system sponsor.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3043.26.02 (CORE PLUS) UPDATE MASTER HEADER INFORMATION FILE (MHIF)

CONDITION(S): Given a letter requesting MHIF update, an existing MHIF, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure that changes are reflected on the updated MHIF.

PERFORMANCE STEPS:

1. Review the references.
2. Induct change transactions.
3. Reconcile all pending changes with the updated MHIF.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3043.26.03 (CORE PLUS) PREPARE PARAMETER TRANSACTIONS FOR SASSY CYCLE PROCESSING

CONDITION(S): Given a 3270 emulation process, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure transactions are complete and contain the correct information to produce the desired output and reports.

PERFORMANCE STEPS:

1. Review the reference.
2. Build transactions into database.
3. Export data if ROSCOE/TSO.
4. Extract Transactions if data entry.
5. Upload if PC based CPU.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3043.26.04 (CORE PLUS) PROCESS STRATIFICATION DATA FOR STOCK FUNDED INTERMEDIATE SUPPLY ACTIVITIES

CONDITION(S): Given the references, the assumption values established by DOD and HQMC, access to an automated system with applicable software and internet conductivity, access to the data files via 3270 emulation to the mainframe or access to the server.

STANDARD(S): To establish a uniform portrayal of asset requirements for stock funded accounts.

PERFORMANCE STEPS:

1. Review the references.
2. Input the inflation values, sales projections and other required data to the stratification file.
3. Schedule batch execution of the stratification process.
4. Review reports and outputs.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Cpl

REFERENCE(S):

1. DOD 4140.1-R, DOD Material Management Regulation
  2. UM 4140-150, Stratification Users Manual
-

TASK: 3043.26.05 (CORE PLUS) MAINTAIN BALANCE STORES ACCOUNTING SYSTEM

CONDITION(S): Given output from the Class I system, reconciliation listings from COMMARCORLOGBASES, access to an automated system with applicable software and internet conductivity, access to computer applications via 3270 emulation, and the reference.

STANDARD(S): To ensure all errors in stores records are corrected and the balances in the subsystems 04 and 07.

PERFORMANCE STEPS:

1. Review the reference.
2. Review daily output from the daily cycle and identify and correct all errors and exceptions.
3. Ensure weekly and monthly jobs are executed and errors identified and corrected.
4. Review and correct any discrepancies identified on the quarterly stores accounting reconciliation from COMMARCORLOGBASES, Albany.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Cpl

REFERENCE(S):

1. UM 4400.76, DSSC Data Entry

---

TASK: 3043.26.06 (CORE PLUS) MANAGE REDISTRIBUTION FOR GENERAL ACCOUNT

CONDITION(S): Based on maintenance float recomp, access to an automated system with applicable software and internet conductivity mainframe Document Control File (DCF), Consolidated Asset Listing (CAL) documentation supporting changes of on-hand allowance quantities, and the references.

STANDARD(S): To ensure assets on-hand or on order greater than the authorized allowance are rolled back to the General Account as required.

PERFORMANCE STEPS:

1. Validate recomputation reports against the Consolidated Asset Listing (CAL).
2. Review pending Document Control File (DCF).
3. Report excess D,L,A, via WIR.
4. Identify excess O,H,F,Z to the General Account and induct.
5. Obtain approval of allowance changes from COMARCORLOGBASES, Albany, GA.
6. Dispose of redistribution assets as directed by disposition instructions from COMMARCORLOGBASES, Albany, GA.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
  2. MCO P4400.82\_, MUMMS Control Item Management Manual
  3. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3043.26.07 (CORE PLUS) PROCESS DISPOSITION INSTRUCTIONS FOR MATERIAL RETURNS PROGRAM (MRP) ITEMS

CONDITION(S): Given disposition instructions for excess material designated for rollback to the applicable Item Manager, the General Account Balance File (GABF), access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure all serviceable excesses identified on the GABF are reported under the Material Returns Program.

PERFORMANCE STEPS:

1. SASSY Management Unit (SMU) Actions:
  - a. Review the references.
  - b. Ensure that redistributions are performed (internal/external).
  - c. Initiate the MRP.
  - d. Ensure follow-ups and cancellations are submitted.
  - e. Comply with disposition instructions.
  - f. Coordinate with storage and General Account for the timely return of excesses.
  - g. Coordinate with the supporting consolidated fiscal accounting office to ensure credits are received.
2. Nonautomated Unit actions:
  - a. Review the references.
  - b. Identify serviceable excesses.
  - c. Request disposition instructions for reportable items under the MRP.
  - d. Monitor disposition instruction requests and make required adjustments, as necessary.
  - e. Comply with disposition instructions.
  - f. Ensure materials are returned within indicated time.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Cpl



REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
  2. UM 4400-60, Material Returns Program
  3. UM 4400.123, FMF SASSY Management Unit Procedures
  4. UM 4400.15, Organic Property Control
- 

TASK: 3043.26.08 (CORE PLUS) AUDIT OPERATING STOCK LISTING

CONDITION(S): Given exceptions, mainframe automated supply system Retail A, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure the asset posture of the operating stock listing reflects actual on-hand quantities.

PERFORMANCE STEPS:

1. Review the reference.
2. Review and identify all discrepancies on the operating stock listing.
3. Reconcile on-hand quantities on the records with actual on-hand quantities.
4. Identify and correct all discrepant quantities and situations.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
  2. UM 4400.120, Asset Tracking for Logistics Supply System
  3. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3043.26.09 (CORE PLUS) COORDINATE EXECUTION OF CLASS I DATA BASE UPDATE

CONDITION(S): Given customer data processing requests, control records file, access to an automated system with applicable software and internet conductivity, and the reference.

STANDARD(S): To ensure control cards are submitted to the supporting Automated Service Center (ASC).

PERFORMANCE STEPS:

1. Identify recurring data processing requirements.
2. Identify nonrecurring data processing requirements.

3. Coordinate data processing requirements with the supporting ASC.
4. Ensure that the appropriate control cards are submitted with the run request to the ASC.
5. Schedule nonrecurring data processing, based on priority of customer requests.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3043.26.10 (CORE PLUS) SUPERVISE CLASS 1 MONTHLY FIELD CHANGE PROBLEMS

CONDITION(S): Given mainframe generated reports, monthly field change process, Master Data File Listing, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Catalog a data set with all Monthly Field Change data transactions (i.e., DMD,DMC) and XC transactions.
3. Schedule monthly field change with supported Automated Service Center to update MEGA Center Files.
4. Identify any errors in data output.
5. Initiate corrective action.
6. Document error conditions.
7. Report error conditions to system sponsor.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3043.26.11 (CORE) SUPERVISE INITIAL ISSUE PROVISIONING (IIP) PROJECT ITEM DISTRIBUTION

CONDITION(S): Given a requirement to provide support for a new item, IIP stocks, and the references.

STANDARD(S): All necessary initial support items will be positioned in the appropriate segments of the supply system.

PERFORMANCE STEPS:

1. Review the references.
2. Direct SASSY Management Unit (SMU) Operations Section to load IIP project upon receipt of COMMARCORLOGBASES, Albany message.
3. Review GABF for on-hand assets and cancelled unwanted dues.
4. Receipt for Class IX and SECREPS.
5. Review Source Maintenance Recoverability Code (SMRC) for items with tailored listings and separate Class IX (repair parts) and Secondary Repairables (SECREPs) for distribution.
6. Segregate IIP items by project, pending release by the FMF commander.
7. Report provision status report to MEF commander or Force commanders as applicable.
8. Upon direction from higher headquarters initiate release of project and inform COMMARCORLOGBASES, Albany.
9. Review release projects for protection by provisioning and project code from tailored listings.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: Sgt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
3. MCO P4400.79\_, Provisioning Manual
4. UM 4400.123, FMF SASSY Management Unit Procedures

MCO 1510.73C  
DRAFT

DUTY AREA 27 - STORAGE AND DISTRIBUTION: NCO

Appendix C to  
ENCLOSURE (6)

DUTY AREA 28 - REPAIRABLE ISSUE POINT: NCO

TASK: 3043.28.01 (CORE PLUS) MAINTAIN THE REPAIRABLE ISSUE POINT CONSOLIDATED ASSET LISTING (CAL)

CONDITION(S): Given a CAL, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure all repairable assets are properly loaded to the CAL.

PERFORMANCE STEPS:

1. Review the references.
2. Conduct annual allowance recomputation.
3. Reconcile CAL and allowance with authorized allowance listing.
4. Identify and correct allowance disparities.
5. Reconcile on-hand and all due assets with authorized allowance.
6. Identify and initiate action to correct excesses and deficiencies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
3. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3043.28.02 (CORE PLUS) MAINTAIN THE REPAIRABLE ISSUE POINT (RIP) MAINTENANCE DOCUMENT CONTROL FILE

CONDITION(S): Given a RIP maintenance document control file, copies of maintenance part requests, maintenance representatives of the intermediate maintenance activity, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure maintenance part request are maintained current and reflect assets in the maintenance cycle.

PERFORMANCE STEPS:

1. Review the reference.
2. Reconcile maintenance part request with maintenance document control file.
3. Identify and correct disparities.

4. Conduct reconciliation with Intermediate Maintenance Activity (IMA) representatives.
5. Identify and correct disparities between IMA maintenance records status files and the maintenance document control file.
6. Retain maintenance part request until repairables are received from the IMA.
7. Update maintenance document control file on a daily basis.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3043.28.03 (CORE PLUS) MAINTAIN GENERAL ACCOUNT BALANCE FILE (GABF)

CONDITION(S): Given exceptions, daily histories, GABF, Document Control Files (DCF), Balance Analysis GABF, Unit Performance Report, access to an automated system with applicable software and internet conductivity, access to mainframe support, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review management reports.
3. Assign management codes as required.
4. Reconcile on-hand quantities on the GABF with actual on-hand quantities.
5. Identify and correct all discrepant and forward, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3043.28.04 (CORE PLUS) PROCESS COMMERCIAL VENDOR RAPAIRABLES

CONDITION(S): Given disposition instructions from the source of supply, access to an automated system with applicable software and internet conductivity, and the reference.

STANDARD(S): Secondary repairables repaired by a commercial vendor are properly monitored.

PERFORMANCE STEPS:

1. Review the reference.
2. Prepare repairables for evaluation and process rollback transactions.
3. Build due from vendor Document Control File (DCF) record.
4. Reconcile due from vendor DCF with quarterly Commercial Vendor Repair Status Report (CVRSR).
5. Prepare receipt transactions from repairables received from vendor.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3043.28.05 (CORE PLUS) PROCESS REDISTRIBUTION FOR REPAIRABLE ISSUE POINT

CONDITION(S): Given on-hand assets excesses over General Account Balance File (GAEF), Document Control File (DCF), Item Review (I/R) reports, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Validate new recommended I/R reorder change printout.
3. Validate excesses and actual on-hand.
4. Review pending Due and Status File.
5. Process MRP assets (FTE).
6. Redistribute as directed, either dispose of or process appropriate adjustment.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. MCO P4400.82\_, MUMMS Control Item Management Manual
3. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3043.28.06 (CORE PLUS) PROCESS CUSTOMER BACKORDERS FOR SECONDARY REPARABLES

CONDITION(S): Given a Customer Backorder Listing (CBL) a customer requirement, a maintenance records status files, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure customers backorders (B/O) are filled by order of priority.

PERFORMANCE STEPS:

1. Review the references.
2. Cross reference serviceable items.
3. Identify National Stock Number/National Item Identification Number (NSN/NIIN) listed on CBL and maintenance records status files.
4. Check priorities for all B/Os with same NSN/NIIN.
5. Process issues for B/O with highest priority.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3043.28.07 (CORE PLUS) PROCESS UNSERVICEABLE SECONDARY REPAIRABLES

CONDITION(S): Given unserviceable secondary repairables maintenance order inspections tags and the references.

STANDARD(S): Unserviceable secondary repairables will be processed for the maintenance cycle.

PERFORMANCE STEPS:

1. Review the references.
2. Accept and tag unserviceable turn-ins.
3. Process receipt transactions for condition code "F."
4. Prepare maintenance order.
5. EVAC (i.e., ship) item to appropriate maintenance activity.
6. Monitor item while in repair cycle.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl



REFERENCE(S):

1. Local SOP
  2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
  3. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3043.28.08 (CORE PLUS) RECONCILE CUSTOMER BACKORDER RECONCILIATIONS

CONDITION(S): Given a customer with a maintenance records status files, the Customer Backorder Listing (CBL), and the reference.

STANDARD(S): Customer requirements will be reconciled bi-monthly.

PERFORMANCE STEPS:

1. Review the reference.
2. Reconcile pending backorder on the Daily Process Report (DRP) with CBL.
3. Identify and disparities.
4. Initiate corrective action.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures

DUTY AREA 41 - PROPERTY ACCOUNTING: SNCO

TASK: 3043.41.01 (CORE) VALIDATE REQUESTS FOR TABLE OF ORGANIZATION AND EQUIPMENT (TO&E) CHANGES

CONDITION(S): Given the requirement for a change of allowance, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure requests are accurately submitted.

PERFORMANCE STEPS:

1. Review the references.
2. Validate the desired allowance quantity.
3. Review/validate justification for change of allowance.
4. Forward request for modification of allowance via chain of command.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 5311.1, Table of Organization and Equipment Allowance Change
2. MCO P4400.150\_, Consumer Level Supply Manual

---

TASK: 3043.41.02 (CORE) REVIEW ALLOWANCE DATA

CONDITION(S): Given a document authorizing the change of allowance, the units Table of Organization and Equipment (T/O&E), access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Document received without corresponding T/O&E allowance change.
  - a. Review the reference.
  - b. Review the document indicating that an allowance is to be changed.
  - c. Review the T/O&E to ensure that the allowance has been changed.
  - d. Prepare an T/O&E challenge for discrepant conditions, citing supporting source documentation.
  - e. Take appropriate follow-up action until challenge is resolved.
2. Allowance changed on T/O&E without supporting documentation.
  - a. Review the reference.
  - b. Review the T/O&E.

- c. Search for supporting documentation for allowance changes.
- d. Submit T/O&E challenge for discrepant condition.
- e. Take appropriate follow-up action until challenge is resolved.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. MCO 5311.1, Table of Organization and Equipment Allowance Change
  2. MCO P4400.150\_, Consumer Level Supply Manual
- 

TASK: 3043.41.03 (CORE) CONVERT PLANNED TO ACTUAL ALLOWANCES

CONDITION(S): Given planned allowances on the Table of Organization and Equipment (T/O&E), the receipt of corresponding force-fed equipment, access to an automated system with applicable software and internet conductivity, and the reference.

STANDARD(S): To ensure planned allowance are converted to an actual allowance upon receipt of Force-fed equipment or upon identification of on-hand assets to fill a planned allowance.

PERFORMANCE STEPS:

1. Review the references.
2. Validate planned allowance on the T/O&E.
3. Submit planned to actual allowance conversion documents.
4. Conduct appropriate follow-up action until planned allowance is converted to an actual allowance for the equipment received.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 4400.172\_, Table of Equipment Allowance Change
  2. MCO P4400.150\_, Consumer Level Supply Manual
- 

TASK: 3043.41.04 (CORE) MANAGE ORGANIC PROPERTY CONTROL DOCUMENT

CONDITION(S): Given the organic property listing, Table of Organization and Equipment (T/O&E), documentation supporting changes of on-hand and allowance quantities, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To accurately maintain the property control document to reflect all on-hand and allowance quantities.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile allowances of all items reflected on the T/O&E with allowance quantities appearing on the property control document.
3. Reconcile each new property control document with the previous property control document.
4. Verify accuracy of report.
5. Validate all changes to on-hand quantities.
6. Validate all quantity changes and ensure submission of all transactions in a timely manner.
7. Obtain Supply Officer initials for all changes.
8. Ensure transactions meeting vouchering criteria and supporting documentation is filed per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.41.05 (CORE) COORDINATE REDISTRIBUTION OF EQUIPMENT

CONDITION(S): Given on-hand assets, allowance documents, unit Property Control Document, Document Control File (DCF), and the references.

STANDARD(S): To ensure assets on hand or on order greater than the authorized allowance are redistributed, returned, disposed of, or cancelled per current directives.

PERFORMANCE STEPS:

1. Validate excess equipment reflected and the unit Property Control Document.
2. Review associated pending Document Control File and direct cancellation where required.
3. Ensure excess equipment is reported.
4. Request disposition instructions for all excess items.

5. Dispose of/redistribute equipment upon receipt of disposition instructions from COMMARCORLOGBASES or local command.

6. Direct appropriate transactions to adjust the file.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. MCO P4400.82\_, MUMMS Control Item Management Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.41.06 (CORE) SUPERVISE THE DISPOSITION OF CONTROLLED EXCESS ITEMS

CONDITION(S): Given the on-hand assets, allowance documents, Property Control Document, Document Control File, disparities between allowance quantities and total on-hand/due-in of corresponding assets, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure controlled assets on hand or on order greater than the authorized allowances are redistributed, returned, or disposed of or cancelled per current directives.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile Table of Equipment (T/E) and Table of organization (T/O), Type 2 Allowances, command adjustment authorization letters, and special allowance quantities with allowance quantities appearing on the established allowance list.
3. Identify discrepancies.
4. Report/process excesses.
5. Report/process deficiencies.
6. Conduct periodic reviews per current directives.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. MCO P4400.82\_, MUMMS Control Item Management Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System

4. UM 4400.124, SASSY Using Unit Procedures
5. UM 4400.15, Organic Property Control

---

TASK: 3043.41.07 (CORE) SUPERVISE DISPOSAL TRANSACTIONS

CONDITION(S): Given serviceable and unserviceable excess, Letters of Unserviceable Property (LUP) where applicable, shipping documentation material, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure all serviceable excess and unserviceable material are disposed of per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Validate material required for disposal.
3. Direct induction of disposal transactions.
4. Verify items are disposed of per the directives.
5. Ensure disposal documentation are maintained in the voucher file.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. DOD 4000.25-1-M, Military Standard Requisitioning Issue Procedures (MILSTRIP)
2. DOD 4140.26-M, Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)
3. MCO P4400.150\_, Consumer Level Supply Manual
4. MCO P4400.82\_, MUMMS Control Item Management Manual
5. UM 4400.120, Asset Tracking for Logistics Supply System
6. UM 4400.124, SASSY Using Unit Procedures
7. UM 4400.15, Organic Property Control

---

TASK: 3043.41.08 (CORE) SUPERVISE ROLLBACK PROCESS

CONDITION(S): Given excess material, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure all serviceable excess material is returned to the stores system.

PERFORMANCE STEPS:

1. Review the references.
2. Identify serviceable excess.
3. Direct/Supervise appropriate Supply transactions.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. MCO P4400.82\_, MUMMS Control Item Management Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.124, SASSY Using Unit Procedures
5. UM 4400.15, Organic Property Control

---

TASK: 3043.41.09 (CORE) EXECUTE ANNUAL PHYSICAL INVENTORY

CONDITION(S): Given Asset Tracking for Logistics Supply System (ATLASS) personal computer loaded files and mainframe organic property listing and unit operating stock list, unit supply personnel, and the references.

STANDARD(S): Annual inventory conducted with all necessary adjustments completed and approved per the references.

PERFORMANCE STEPS:

1. Review the references or SASSY mainframe.
2. Generate report and perform location verification. Execute ATLASS location verification program and generate "DK\_" inventory listing.
3. Conduct and monitor the inventory.
4. Compare all inventory counts to balance records.
5. Identify discrepancies.
6. Conduct causative research.
7. Direct adjustment transactions.
8. Draft supply officer's letter to the Commanding Officer quantifying results/ causative factors resulting from annual inventory, spot inventories, or change of CO/SupO.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: SSgt

REFERENCE(S):

1. MCO 4400.170, Control and Accounting for Petroleum and Related Prod
  2. MCO P4400.150\_, Consumer Level Supply Manual
  3. UM 4400.120, Asset Tracking for Logistics Supply System
  4. UM 4400.123, FMF SASSY Management Unit Procedures
  5. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3043.41.10 (CORE PLUS) SUPERVISE VOUCHER FILE

CONDITION(S): Given completed adjustment documents, supporting documents, and the references.

STANDARD(S): Ensure adjustment documents and supporting documentation are filed in proper sequence.

PERFORMANCE STEPS:

1. Review the references.
2. Direct filing by Document Identifier Code (DIC), TAMCN, and Document Number Sequence.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: SSgt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
  2. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3043.41.11 (CORE) SUPERVISE THE CONSOLIDATED MEMORANDUM RECEIPT (CMR) RECORDS

CONDITION(S): Given the requirement to maintain automated custody records, the Property Control Document, CMRs, interim custody receipts, and the references.

STANDARD(S): Accurate custody records will be maintained for all equipment listed on the Property Control Document, to include serial/USMC numbers.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure responsible officers perform quarterly validations of serial numbers and on-hand quantities and provide justification for all disparities.
3. Reconcile total allowances of all items held by responsible officers with allowance quantities on the Property Control Document.



4. Correct disparities.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
  2. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3043.41.12 (CORE) PROCESS REPORTS OF INVESTIGATION FILES

CONDITION(S): Given completed reports of investigation, the voucher file, the appropriate property records, and the references.

STANDARD(S): To ensure required supply actions identified in the investigation are completed.

PERFORMANCE STEPS:

1. Review the references.
2. Review completed reports of investigation.
3. Take all supply officer action as identified by the completed report of investigation.
4. Assign all completed reports of investigation a voucher number.
5. Draft the required supply officer's certification endorsement to the investigation of action taken/completed, with appropriate action as required.
6. File all completed reports of investigation in the voucher file for five years.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: SSgt

REFERENCE(S):

1. JAGINST 5800.7C, Judge Advocate General Manual
  2. MCO P4400.150\_, Consumer Level Supply Manual
  3. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3043.41.13 (CORE) SUPERVISE MARINE CORPS SMALL ARMS REPORT SUBMISSION

CONDITION(S): Given custody of small arms, the annual Naval Surface Warfare Center Division (NAVSURFWARCENDIV), Crane, Indiana small arms report, record of changes in weapons custody, and the references.

STANDARD(S): The NAVSURFWARCENDIV, Crane Report will accurately reflect weapons asset posture at all times.

PERFORMANCE STEPS:

1. Review the references.
2. Validate Crane Report against actual weapon serial numbers.
3. Validate all changes in Marine Corps Small Arms Report for accuracy.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 8300.1\_, USMC Serialized Control of Small Arms System
2. UM 4400.15, Organic Property Control

---

TASK: 3043.41.14 (CORE PLUS) SUPERVISE MISSING, LOST, STOLEN, RECOVERED (MLSR) PROPERTY REPORT

CONDITION(S): Given an instance of missing, lost, stolen, or recovered Government property, and the references.

STANDARD(S): MLSRs will be initiated and updated as required.

PERFORMANCE STEPS:

1. Review the references.
2. Determine if an MLSR is required.
3. Ensure follow-ups are conducted on all pending MLSRs.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: SSgt

REFERENCE(S):

1. MCO 4340.1\_, Reporting Missing/Lost/Stolen/Recovered Government Property
2. SECNAVINST 5500.4\_, Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property

---

TASK: 3043.41.15 (CORE) ANALYZE SUPPLY MANAGEMENT REPORTS

CONDITION(S): Given 3270 emulation capabilities, access to automated supply accounting system, data programming language, and the references.

STANDARD(S): To extract, review, and analyze all management reports.

PERFORMANCE STEPS:

1. Ensure all Error and Exception reports are worked.
2. Review reports to identify incorrect keypunch trends etc.

3. Review Property Control document.
4. Review sub-custody records and/or rollup listing.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3043.41.16 (CORE) RESOLVE SUPPLY RELATED MARINE CORPS READINESS EVALUATION (MARES) REPORTING PROBLEMS

CONDITION(S): Given an Equipment Allowance File (T/O&E) on Logistical Management Information System (LMIS), Loaded Unit Allowance File (LUAF), (Property Control Document and MAL), unit Marine Corps Integrated Maintenance Management System (MIMMS) and unit Document Control File and noted supply discrepancies on the Logistics Management Report #2 (LM2), and the references.

STANDARD(S): To ensure the MARES report accurately reflects current information.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure allowances and assets are current.
3. Ensure items on MARES reports as annotated with current supply status.
4. Review supply related MARES problems.
5. Identify source of discrepancies.
6. Initiate corrective action.
7. Ensure the corrective action has been taken.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCBUL 3000 SERIES, Table of MARES Reportable Equipment
2. MCO P3000.11\_, Marine Corps Automated Readiness Evaluation System (MARES) Policy Manual
3. MCO P3000.13\_, USMC SORTS Standard Operating Procedures
4. MCO P4790.6, MIMMS Depot Users Manual
5. MCO P7301.104, Accounting under the appropriation "Military Personnel Marine Corps" and "Reserve Personnel, Marine Corps"
6. UM 4400.120, Asset Tracking for Logistics Supply System

7. UM 4400.123, FMF SASSY Management Unit Procedures
8. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.41.17 (CORE) MAINTAIN CONTROL OF MISCELLANEOUS COMMODITIES

CONDITION(S): Given on-hand stocks of miscellaneous commodities and the references.

STANDARD(S): To ensure accurate balances of miscellaneous commodities are maintained in a ready-for-issue state.

PERFORMANCE STEPS:

1. Review the references applicable references for each of the following commodities.
  - a. Aeronautical supplies and equipment (OPNAVINST 4790.2).
  - b. Rifle and pistol team equipment (MCO 8373.2).
  - c. Junior Reserve Officer Training Corps (JROTC) equipment (MCO P1533.6).
  - d. Medical and dental equipment (BUMED INST 6700.16).
  - e. Marine heraldic items (MCO P1520.3).
  - f. Musical instruments (MCO P5320.5, MCO 4225.2).
  - g. Chaplain's supplies (NAVPERS 15592, MCO 4400.154).
2. Execute supply accountability for these commodities per the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. BUMEDINST 6700.16, Controlled Medical and Dental Material
2. MCO 1533.6, DEV MGT ACQUISITION ICW COR INTR
3. MCO 4225.2\_, Musical Instruments Accy Account
4. MCO 4400.154, Religious Ministry Supplies and Equipment
5. MCO 8373.2\_, Authorized Allowance Maintenance & Accounting Rifle/Pistol
6. OPNAV 4790.2\_, The Naval Aviation Maintenance Program

DUTY AREA 42 - REQUISITIONING: SNCO

TASK: 3043.42.01 (CORE) ENSURE COMPLIANCE WITH UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS) DESIGNATOR ASSIGNMENTS

CONDITION(S): Given pending requirements, lists of individuals authorized to approve UMMIPS designators, higher headquarters guidance, and the references.

STANDARD(S): Ensure priorities used for units requisitions are in compliance with current directives.

PERFORMANCE STEPS:

1. Review priorities assigned to all requisitions.
2. Validate assigned priorities are in accordance with the UND.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: SSgt

REFERENCE(S):

1. MCO 4400.16\_, Uniform Material Movement Issue and Priority System
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.124, SASSY Using Unit Procedures
5. UM 4400.15, Organic Property Control

---

TASK: 3043.42.02 (CORE) SUPERVISE MECHANIZED ADDITIONAL DEMANDS

CONDITION(S): Given a requirement for supplies and equipment, a personal computer database of automated supply system programs, a Document Control File, access to all mechanized edit error/exception listings, the Master Header Information File (MHIF), and the references.

STANDARD(S): To ensure all requisitions and transactions have successfully post to both the mainframe Due and Status File (DOCUMENT CONTROL FILE) and the Document Control File.

PERFORMANCE STEPS:

1. Verify all daily transactions have been processed correctly in ATLASS.
2. Verify that transactions were sent to the intermediate activity.
3. Review Error/Exception reports the following day.
4. Review the SASSY Daily History report.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: SSgt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System
4. UM 4400.123, FMF SASSY Management Unit Procedures
5. UM 4400.124, SASSY Using Unit Procedures
6. UM 4790.5, MIMMS (AIS) Field Users Manual

---

TASK: 3043.42.03 (CORE) SUPERVISE MARINE CORPS INTERGRATED MAINTENANCE MANAGEMENT (MIMMS) TRANSACTIONS

CONDITION(S): Given access to a maintenance order/maintenance part request, a NAVMC 10694, automated data processing equipment support, and the references.

STANDARD(S): Ensure all MIMMS transactions are processed in a timely manner.

PERFORMANCE STEPS:

1. Review all maintenance part requisitions.
2. Validate requisitions are processed within required timeframes.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
2. UM 4400.124, SASSY Using Unit Procedures
3. UM 4790.5, MIMMS (AIS) Field Users Manual

---

TASK: 3043.42.04 (CORE) AUTHENTICATE THE CUSTOMER DEMANDS

CONDITION(S): Given a Document Control File, printed copy of a maintenance order listing, a maintenance records status file, and the references.

STANDARD(S): The reconciliation process will ensure all customer demands are active in the supply system and the required follow-ups are submitted.

PERFORMANCE STEPS:

1. Review the references.
2. Review the Document Control File.
3. Ensure reconciliations with sections are conducted.
4. Verify any discrepancies identified from the reconciliation.

5. Ensure corrective action is taken as necessary.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: SSgt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
  2. UM 4400.120, Asset Tracking for Logistics Supply System
  3. UM 4400.124, SASSY Using Unit Procedures
  4. UM 4790.5, MIMMS (AIS) Field Users Manual
- 

TASK: 3043.42.05 (CORE) ENSURE MATERIAL OBLIGATION VALIDATION (MOV) AND BACKORDER VALIDATION (BOV) ARE PROCESSED IN A TIMELY MANNER

CONDITION(S): Given access to SASSY mainframe, the MOV cycle, MOV cycle exception listings, the Due and Status File (DOCUMENT CONTROL FILE), or Document Control File, and the references.

STANDARD(S): Authenticate the customer's demands and ensure all demands are active in the supply system.

PERFORMANCE STEPS:

1. Upon receipt of MOV, verify reconciliation's have been scheduled.
2. Verify results of MOV reconciliation have been forwarded.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
  2. UM 4400.123, FMF SASSY Management Unit Procedures
  3. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3043.42.06 (CORE) PROCESS RECEIPTS

CONDITION(S): Given DD Form 1348-1 receipts, access to mechanized files, Due and Status File (DOCUMENT CONTROL FILE)/Document Control File listings, the current maintenance records status file and the references.

STANDARD(S): Ensure all receipts are processed in a timely manner with 100 percent accuracy.

PERFORMANCE STEPS:

1. Verify parts/equipment are properly receipted for.

2. Ensure receipts are processed by requisitions clerk.
3. Review document control file.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
2. UM 4400.123, FMF SASSY Management Unit Procedures
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4400.15, Organic Property Control
5. UM 4790.5, MIMMS (AIS) Field Users Manual

---

TASK: 3043.42.07 (CORE) PROCESS MAINTENANCE PART REQUEST FOR SUPPLY HELD ITEMS

CONDITION(S): Given the requirement to repair/replace components of and items stored in the supply warehouse, a maintenance order, maintenance part request, SL-3/4, Field Manuals (FM) (as applicable), and the references.

STANDARD(S): Maintenance part requests for all required repair parts/components will contain all required information.

PERFORMANCE STEPS:

1. Review the references.
2. Identify required parts/components.
3. Ensure a maintenance order is established.
4. Prepare maintenance part request.
5. Induct maintenance part request into update.
6. Monitor status until completed.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. TM 4700-15/1, Equipment Recording Procedure
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4790.5, MIMMS (AIS) Field Users Manual



ADMINISTRATIVE INSTRUCTIONS: Maintenance Order - ERO (Equipment Repair Order)  
Maintenance Part Request - EROSL (Equipment Repair Order Shopping List)

---

TASK: 3043.42.08 (CORE PLUS) ANALYZE REQUISITION MANAGEMENT REPORTS

CONDITION(S): Given a document control file (DCF), due and status file (DOCUMENT CONTROL FILE), loaded unit balance file (LUBF), and the references.

STANDARD(S): Ensure all necessary adjustments and follow-ups are conducted in a timely manner.

PERFORMANCE STEPS:

1. Review Document Control file.
2. Review high priority requisitions.
3. Identify Excess Dues/Backorders.
4. Identify Lonesome Demands.
5. Verify proper follow-up action is initiated.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: SSgt

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
  2. UM 4400.124, SASSY Using Unit Procedures
  3. UM 4790.5, MIMMS (AIS) Field Users Manual
- 

TASK: 3043.42.09 (CORE PLUS) MONITOR PRE EXPENDED BIN (PEB)

CONDITION(S): Given a PEB, assorted parts and the references.

STANDARD(S): Ensure all assorted parts within the PEB are requisitioned, received, stored, issued, and accounted for per the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Reconcile the authorized on-hand quantities.
3. Induct requisitions as needed.
4. Process receipts.
5. Conduct annual recomputation of all held items.
6. Establish Requisition Objective (RO) and Re-Order Point (ROP).

MCO 1510.73C  
DRAFT

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: SSgt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.124, SASSY Using Unit Procedures

Appendix C to  
ENCLOSURE (6)

DUTY AREA 43 - FISCAL MANAGEMENT: SNCO

TASK: 3043.43.01 (CORE PLUS) PREPARE AN ANNUAL BUDGET

CONDITION(S): Given the previous midyear review report, previous year's annual budget, current annual budget, current budget data, and local standard operating procedures.

STANDARD(S): The midyear budget submission will include verification of budget adequacy, justifications for budget deficiencies, and request for additional funds.

PERFORMANCE STEPS:

1. Review the reference.
2. Review current budget data for deficiencies.
3. Provide written justification for additional funds based upon identifiable deficiencies (i.e., Equipment Allowance File shortages, Modification of Allowance changes, etc.).
4. Prepare midyear review and submit to comptroller.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P7100.8\_, Field Budget Guidance Manual

---

TASK: 3043.43.02 (CORE PLUS) SUBMIT MIDYEAR BUDGET REVIEW

CONDITION(S): Given the previous midyear review report, previous year's annual budget, current annual budget, current budget data, and local standard operating procedures.

STANDARD(S): The midyear budget submission will include verification of budget adequacy, justifications for budget deficiencies, and request for additional funds.

PERFORMANCE STEPS:

1. Review the reference.
2. Review current budget data for deficiencies.
3. Provide written justification for additional funds based upon identifiable deficiencies (i.e., Equipment Allowance File shortages, Modification of Allowance changes, etc.).
4. Prepare midyear review and submit to comptroller.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P7100.8\_, Field Budget Guidance Manual
-

TASK: 3043.43.03 (CORE) MAINTAIN SUPPORT AGREEMENT FUNDING DOCUMENTS

CONDITION(S): Given the reference and the requirement to provide reimbursement via Military Interdepartmental Purchase Request (MIPR) for interservice support from external Department of Defense (DoD) agencies.

STANDARD(S): Funding documents DD 448/DD 448-2 will be correctly prepared and maintained. Funds will be reconciled per current directives.

PERFORMANCE STEPS:

1. Review the reference.
2. Cite funding for services requested on DD 448.
3. Request supplies/services against funding provided.
4. Track fund expenditures with utilization of DD 448-2 (Acceptance of Funds).
5. Certify SF-1080, Voucher for Public Payment of supplies/services.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. DOD 4000.19-R, Interservice & Governmental Support

---

TASK: 3043.43.04 (CORE) MAINTAIN INTERSERVICE SUPPORT AGREEMENTS

CONDITION(S): Given the reference, DD Form 1144 (Support Agreement), and a requirement for support to or from external Department of Defense agencies.

STANDARD(S): The DD Form 1144 will accurately reflect unit support requirements. Requirements of a recurring nature will be reviewed periodically in accordance with pertinent directives.

PERFORMANCE STEPS:

1. Review the references.
2. Consolidate unit support requirements.
3. Specify services requested/provided and associated funding data.
4. Review services to be provided and associated reimbursable costs.
5. Forward DD 1144 to approving headquarters.
6. Provide signed copies to supporting and supported activities.
7. Conduct periodic reviews of support requirements every two years.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. DOD 4000.19-R, Interservice & Governmental Support
2. FAR, Federal Acquisition Regulations
3. MCO P7301.104, Accounting under the appropriation "Military Personnel Marine Corps" and "Reserve Personnel, Marine Corps"

DUTY AREA 44 - MISCELLANEOUS: SNCO

TASK: 3043.44.01 (CORE PLUS) MAINTAIN CERTIFICATE OF RELIEF

CONDITION(S): Given access to a correspondence file containing Certificates of Relief and the references.

STANDARD(S): The file will contain Certificates of Relief of commanding officers and supply officers processed during the previous five years.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure certificates are complete.
3. File certificates.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: SSgt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.124, SASSY Using Unit Procedures
3. UM 4400.15, Organic Property Control

---

TASK: 3043.44.02 (CORE PLUS) MAINTAIN FILE OF AUDIT AND VERIFICATION LETTERS

CONDITION(S): Given access to correspondence files containing Letters of Audit and Verification and the references.

STANDARD(S): The file will contain a 5-year file of Audit and Verification Letters, which are accessible to external auditing agencies, and follows Marine Corps directives system procedures.

PERFORMANCE STEPS:

1. Review the references.
2. File reports of Audit and Verification.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: SSgt

REFERENCE(S):

1. DOD 7000.14-R, Financial Management Regulation
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4400.15, Organic Property Control

---

TASK: 3043.44.03 (CORE PLUS) MAINTAIN LETTERS OF APPOINTMENT AND REVOCATION

CONDITION(S): Given access to correspondence files, Letters of Appointment and Revocation, and the references.

STANDARD(S): Letters of Appointment and Revocation will be verified for appropriate signatures prior to filing. Files will contain all Letters of Appointment and Revocation for the previous five years per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Validate elements of information.
3. File letters.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: SSgt

REFERENCE(S):

1. DOD 4000.19-R, Interservice & Governmental Support
2. DOD 7000.14-R, Financial Management Regulation
3. MCO P4200.15\_, USMC Purchasing Procedures Manual
4. MCO P4400.150\_, Consumer Level Supply Manual
5. UM 4400.124, SASSY Using Unit Procedures
6. UM 4400.15, Organic Property Control

---

TASK: 3043.44.04 (CORE) SUPERVISE PERSONAL EFFECTS CONTROL PROCEDURES

CONDITION(S): Given a morning report, personal effects, circumstances leading to receipt of personal effects, personal effects inventory form (NAVMC 10154), and the references.

STANDARD(S): Ensure all items of personal effects are accounted for and properly disposed of per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure case files are established for individuals separated from their personal effects as required.
3. Ensure proper procedures are established and being followed.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P3040.4\_, Marine Corps Casualty Processing Manual
2. MCO P4050.38\_, Personal Effects and Baggage Manual

---

TASK: 3043.44.05 (CORE) DIRECT TRAINING OF SUPPLY PERSONNEL

CONDITION(S): Given supply personnel with varying degrees of technical proficiency, a unit training plan, personnel training records, training schedule, and the references

STANDARD(S): To meet appropriate standards for skill levels and occupational specialty as provided by the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine technical knowledge deficiencies of unit supply personnel.
3. Determine On-the-Job and sustainment training requirements by grade and MOS.
4. Identify method of training.
5. Develop training aids as required.
6. Establish a training schedule by topic.
7. Supervise the preparation of lesson plans.
8. Assign personnel to conduct training by topic.
9. Maintain lesson plans.
10. Conduct sustainment training using published training standards.
11. Encourage use of self-directed study and assist in providing resources.
12. Monitor correction of technical knowledge deficiencies through observation and required counseling.
13. Conduct periodic reviews of training records to ensure proper training sustainment.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 1510.73\_, Individual Training Standards for OccField 30XX
2. MCO 1553.3, Marine Corps Unit Training Management
3. MCO 1610.12, USMC Counseling Program
4. MCO P4400.150\_, Consumer Level Supply Manual



5. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
6. SAT USER'S GUIDE, Systems Approach to Training
7. SECNAVINST 5215.5, Records Retention and Disposition
8. SECNAVINST 5216.5\_, Correspondence Manual
9. UM 4400-60, Material Returns Program
10. UM 4400.123, FMF SASSY Management Unit Procedures
11. UM 4400.124, SASSY Using Unit Procedures
12. UM 4400.15, Organic Property Control

---

TASK: 3043.44.06 (CORE) MONITOR PERSONNEL PERFORMING SUPPLY FUNCTIONS

CONDITION(S): Given current Standing Operating Procedures and desk top procedures, command directives, all automated reports, and the references.

STANDARD(S): Ensure each functional area of supply being monitored meets Marine Corps supply performance standards with discrepancies documented and corrected.

PERFORMANCE STEPS:

1. Review the references.
2. Use major command and Field Supply Maintenance and Analysis Office (FSMAO) checklists.
3. Monitor the area to ensure compliance with Marine Corps directives and local procedures.
4. Initiate and recommend corrective action for noted discrepancies.
5. Ensure corrective action is accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 8300.1\_, USMC Serialized Control of Small Arms System
2. MCO P4400.150\_, Consumer Level Supply Manual
3. MCO P4400.82\_, MUMMS Control Item Management Manual
4. UM 4400-60, Material Returns Program
5. UM 4400.120, Asset Tracking for Logistics Supply System
6. UM 4400.123, FMF SASSY Management Unit Procedures
7. UM 4400.124, SASSY Using Unit Procedures

8. UM 4400.15, Organic Property Control

---

TASK: 3043.44.07 (CORE) EVALUATE EFFICIENCY OF SUPPLY OPERATION

CONDITION(S): Given access to all available management reports, Field Supply Maintenance and Analysis Office (FSHAO) reports, and the references.

STANDARD(S): Management reports and internal/external evaluations will reflect effective and efficient supply operations per the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Obtain appropriate management reports.
3. Screen management reports.
4. Identify and document actual and potential operational problems.
5. Provide guidance for corrective action.
6. Ensure corrective action is accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: SSgt

REFERENCE(S):

1. MCBUL 3000 SERIES, Table of MARES Reportable Equipment
  2. MCO P4400.150\_, Consumer Level Supply Manual
  3. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
  4. UM 4400.120, Asset Tracking for Logistics Supply System
  5. UM 4400.124, SASSY Using Unit Procedures
  6. UM 4790.5, MIMMS (AIS) Field Users Manual
- 

TASK: 3043.44.08 (CORE) ANALYZE DATA PROCESSING PROBLEMS AT USING UNIT

CONDITION(S): Given document identifier, system transaction error listing, and the reference.

STANDARD(S): The point of transaction failure will be identified and a course of action will be recommended to resolve failure.

PERFORMANCE STEPS:

1. Review the references.
2. Review system transaction error listing.

3. Make liaison with SASSY Management Unit (SMU) customer service, if required.
4. Take required corrective action.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. UM 4400.120, Asset Tracking for Logistics Supply System
2. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3043.44.09 (CORE PLUS) PREPARE BILLS OF LADING FOR COMMERCIAL TRANSPORTATION OF SUPPLIES

CONDITION(S): Given the requirement to transport material, U.S. Government Bills of Lading (GBL), and the reference.

STANDARD(S): U.S. Government Bills of Lading will be prepared per the established requirements.

PERFORMANCE STEPS:

1. Review the reference.
2. Identify the items to be transported and their destination.
3. Obtain competitive quotations for transportation costs.
4. Obtain authorization/transportation control number.
5. Prepare the GBL.
6. Obtain the receipt signature of the carrier's representative.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P4600.14, DTMR VOL. 1

DUTY AREA 45 - COMBAT SERVICE SUPPORT: SNCO

TASK: 3043.45.01 (CORE) DEVELOP SUPPLY SUPPORT PLANS IN SUPPORT OF MULTIPLE AREAS OF OPERATIONS

CONDITION(S): Given the amount of supplies available, ability to transport supplies, supply priority established by the unit, and the references.

STANDARD(S): The plan will conform to the established priority and support the operation concept and mission objectives.

PERFORMANCE STEPS:

1. Review the references.
2. Write supply support plan to include guidelines for issue, storage, and transportation of all classes of supply.
3. Ensure compliance with the references, mission objectives, and concept of operations.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations
2. MCO 4400.16\_, Uniform Material Movement Issue and Priority System

---

TASK: 3043.45.02 (CORE) PROVIDE REQUIRED SUSTAINMENT FOR A DEPLOYING FORCE

CONDITION(S): Given a situation involving a deploying force, a list of sustainment requirements for the force, from an equipment density list Deployment Support Package Guide (DSPG), Time Phase Force Deployment Data (TPFDD), relevant Standing Operating Procedures, and the reference.

STANDARD(S): The deploying force's Sustainment requirements will be fully met per the reference.

PERFORMANCE STEPS:

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. MCO P3000.18, Marine Corps Planner's Manual

---

TASK: 3043.45.03 (CORE) SUPERVISE THE SUPPLY SUPPORT PROGRESS WITH FORCE DEPLOYMENT PLANNING AND EXECUTION SYSTEMS, MAGTF II, LOGAIS MDSS II, AUTOMATED SUPPLY SYSTEMS

CONDITION(S): Given various Force Deployment Planning and Execution (FDP&E) systems, a situation involving the deployment of a force, appropriate Standing Operating Procedures, and the references.

STANDARD(S): Data will be accurately reflected at each command level per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review data in the FDP&E systems.
3. Transfer data between systems as required.
4. Coordinate planning and execution accordingly.
5. Generate Deployment Support Package Guide (DSPG) utilities equipment density list.
6. Establish CLASS IX supply blocks.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. MCO P3000.18, Marine Corps Planner's Manual
2. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3043.45.04 (CORE) DISTRIBUTE PREPOSITIONED EQUIPMENT, REMAIN BEHIND EQUIPMENT (LBE), OR LEAVE BEHIND EQUIPMENT (LBE)

CONDITION(S): Given a situation involving a deploying force, a task organization of force requirements, a list of prepositioned equipment, an RBE/LBE listing, an authorized allowance for each force requirement, a list of assets deployed by each force requirement, and the reference.

STANDARD(S): Deploying forces equipment deficiencies will be filled in accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Review the process for distribution of prepositioned equipment, RBE, and LBE.
3. Calculate the RBE and LBE of all other deploying forces.
4. Review the authorized allowances for the supported deploying force.
5. Review the list of assets deployed by the supported force.

MCO 1510.73C  
DRAFT

6. Distribute prepositioned equipment, RBE, and LBE to the supported force accordingly.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. MCO P3000.18, Marine Corps Planner's Manual

DUTY AREA 46 - INTERMEDIATE SUPPLY SUPPORT: SNCO

TASK: 3043.46.01 (CORE) MAINTAIN GENERAL ACCOUNT BALANCE FILE (GABF)

CONDITION(S): Given exceptions, daily histories, GABF, Due and Status File (DOCUMENT CONTROL FILE), Balance Analysis GABF, Unit Performance Report, access to mainframe support, and the references.

STANDARD(S): The asset posture of the GABF will exactly reflect actual on-hand quantities.

PERFORMANCE STEPS:

1. Review the references.
2. Review management reports.
3. Assign management codes as required.
4. Reconcile on-hand quantities on the GABF with actual on-hand quantities.
5. Identify and correct all discrepant quantities and situations and forward.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3043.46.02 (CORE) PROCESS DISPOSITION INSTRUCTIONS FOR MATERIAL RETURNS PROGRAM (MRP) ITEMS

CONDITION(S): Given disposition instructions for excess material designated for rollback to the applicable Item Manager, the General Account Balance File (GABF), and the references.

STANDARD(S): All serviceable excesses identified on the GABF will be reported under the Material Returns Program and disposed of as directed by resulting disposition instructions.

PERFORMANCE STEPS:

1. SASSY Management Unit (SMU) Actions:
  - a) Review the references. Ensure that redistributions are performed (internal/external).
  - b) Initiate the MRP. Ensure follow-ups and cancellations are submitted.
  - c) Comply with disposition instructions.
  - d) Coordinate with storage and General Account for the timely return of excesses.

- e) Coordinate with the supporting consolidated fiscal accounting office to ensure credits are received.
- 2. Nonautomated Unit actions:
  - a. Review the references.
  - b. Identify serviceable excesses.
  - c. Request disposition instructions for reportable items under the MRP.
  - d. Monitor disposition instruction requests and make required adjustments, as necessary.
  - e. Comply with disposition instructions.
  - f. Ensure materials are returned within indicated time.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: SSgt

REFERENCE(S):

- 1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
- 2. UM 4400-60, Material Returns Program
- 3. UM 4400.123, FMF SASSY Management Unit Procedures
- 4. UM 4400.15, Organic Property Control

---

TASK: 3043.46.03 (CORE PLUS) CONDUCT ITEM REVIEW AND STORAGE COMPUTATION

CONDITION(S): Given access to the parameter file, transaction output reports, available spending budget, tally reports, and the references.

STANDARD(S): Reorder/Reorder Points will be computed for operating stocks to support customer demands.

PERFORMANCE STEPS:

- 1. Review the reference.
- 2. Set the parameter SUE1, ASA, PDF, CDF, test or final mode, confidence levels, program change factors, cost to hold, cost order, stock criteria, exception criteria, seasonally, options and range criteria.
- 3. Review output reports and on-screen helps for reasonable value.
- 4. Review process with new PCF and confidence.
- 5. Release the stock run when the process has met expectations.



6. Prepare separate stock and or after forecast control data for specific range of MECs, CECs, WSC, or NSNs.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. Stockage Computation DMFT Manual
  2. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
  3. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3043.46.04 (CORE) ANALYZE DATA PROCESSING PROBLEMS AT THE SASSY MANAGEMENT UNIT (SMU)

CONDITION(S): Given systems programming errors, local Standing Operating Procedures, and the references.

STANDARD(S): Identify research for the errors and recommend a course of action.

PERFORMANCE STEPS:

1. Review system reallocation.
2. Review abend-aid listing.
3. Determine cause.
4. Recommend corrective action(s).
5. Rerun program.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S): (NONE)

---

TASK: 3043.46.05 (CORE PLUS) PERFORM DATA AND APPLICATION SECURITY

CONDITION(S): Given access to 3270 emulation or a personal computer security routine, local Standing Operating Procedures (SOP), and the references.

STANDARD(S): User access will be updated to enable users to perform their job.

PERFORMANCE STEPS:

1. Review the references.
2. Add, delete, or modify access to SASSY Flat Files using Top Secret Security (TSS) system.

3. Grant access to Natural System and program commands, user views, and other Natural security.
4. Perform as controller for data entry and grant or deny access to processes and transactions.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Data Entry Maintenance Level Procedures
  2. Natural Security Manual
  3. Top Secret Security (TSS) Manual
- 

TASK: 3043.46.06 (CORE) ANALYZE DATA PROCESSING PROBLEMS AT SASSY MANAGEMENT UNIT (SMU) GENERAL ACCOUNT

CONDITION(S): Given document identifier, system transaction error listing, local Standing Operating Procedures, and the reference.

STANDARD(S): Correctly identify transaction failure points and recommend corrective action.

PERFORMANCE STEPS:

1. Review the reference.
2. Review the system transaction error listing.
3. Make liaison with appropriate Automated Service Center (ASC) personnel.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3043.46.07 (CORE) MAINTAIN REPARABLE ISSUE POINT ASSETS AND RECORDS

CONDITION(S): Given a Repairable Issue Point (RIP), secondary repairables, personal computer based computer system, and the references.

STANDARD(S): All secondary repairables will be budgeted, requisitioned, received, stored, issued, and accounted for per the references.

PERFORMANCE STEPS:

1. Review the references.

2. Accurately plan and budget for all repairables under the Defense Business Operation Fund (DBOF) concept.
3. Reconcile the authorized secondary repairables on-hand/due from maintenance with the total allowance quantities reflected on the maintenance float Consolidated Asset Listing (CAL).
4. Review the recommended buy list.
5. Induct requisitions for secondary repairables.
6. Process Marine Corps Integrated Maintenance Management System (MIMMS) transactions for issue and repair of secondary repairables.
7. Process receipts of secondary repairables from all sources.
8. Review Due and Status File (DOCUMENT CONTROL FILE).
9. Identify and correct all disparities.
10. Establish subissue points as required.
11. Conduct annual recomputation of allowances for secondary repairables.
12. Review all edit errors and exception reports and take appropriate corrective action.
13. Reconcile MIMNS Daily Process Report (DPR) with the CAL and Document Control File to validate all dues from repair.
14. Process requests for disposition instruction for controlled secondary repairables.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
2. UM 4400.123, FMF SASSY Management Unit Procedures

DUTY AREA 47 - STORAGE AND DISTRIBUTION: SNCO

TASK: 3043.47.01 (CORE) VERIFY ALL LOW DENSITY (LD) REQUIREMENTS

CONDITION(S): Given the requirement to maintain LD stock, FEDLOG access to the Master Header Information (MHIF), the General Account Balance File (GAEF), of the Reparable Issue Point and the General Account, MCBul 3000 series for Marine Automated Readiness Evaluation System (MARES) reportable items, Logistics Management Information System (LMIS), SL-3 components lists for supported equipment, and the references.

STANDARD(S): To ensure all National Stock Numbers/National Item Identification Number (NSN/NINN) stocked as LD items meet the criteria for LD items.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile LD items with MCBul 3000 series and applicable SL-3s, GAEF, and MHIF.
3. Review for Combat Essentially Code 5 within FEDLOGS and the HHIF.
4. Take action to correct noted discrepancies.
5. Assign appropriate requirement codes and maintain associated logbook.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: SSgt

REFERENCE(S):

1. MCBUL 3000 SERIES, Table of MARES Reportable Equipment
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.123, FMF SASSY Management Unit Procedures
4. UM 4400.124, SASSY Using Unit Procedures

DUTY AREA 48 - REPAIRABLE ISSUE POINT: SNCO

MOS 3044, PURCHASING AND CONTRACTING SPECIALIST

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 3044.01.01 (CORE) ESTABLISH PROSPECTIVE BIDDERS LIST

CONDITION(S): Given a telephone book, vendor catalog, completed SF 129s, any other form of trade catalogs, and the references.

STANDARD(S): A prospective bidders list will be maintained to provide various sources of supply. Suspended/debarred companies will not be on the list.

PERFORMANCE STEPS:

1. Obtain and maintain completed SF 129s.
2. Research telephone directories, vendor catalogs, trade catalogs, and SF 129s.
3. Compile research material into a usable commodity listing of vendor sources.
4. Review list of Parties Excluded from Federal Procurement and Nonprocurement Programs to ensure vendor's responsibility.
5. Maintain and update prospective bidders list as required.

INITIAL TRAINING SETTING: FLC Sustainment: 36 Req By: Sgt

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

---

TASK: 3044.01.02 (CORE PLUS) REVIEW/DISTRIBUTE CORRESPONDENCE

CONDITION(S): Given vendor correspondence and office Standing Operating Procedures.

STANDARD(S): All correspondence will be accurately and appropriately distributed throughout the contracting office.

PERFORMANCE STEPS:

1. Receive and review correspondence.
2. Distribute correspondence.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: Sgt

REFERENCE(S): (NONE)

---

TASK: 3044.01.03 (CORE PLUS) PREPARE MONTHLY PROCUREMENT SUMMARY REPORT (DD FORM 1057)

CONDITION(S): Given a DD Form 1057, procurement data, and the references.

STANDARD(S): Monthly Procurement Summary (DD Form 1057) will be complete and accurate. It will be signed by the contracting officer and submitted per appropriate directives.

PERFORMANCE STEPS:

1. Prepare DD Form 1057 per the reference.
2. Submit DD Form 1057 for verification and signature.
3. Submit DD Form 1057 to Headquarters, Marine Corps within required time limitation.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
  2. NAPS, Naval Acquisition Procedures Supplement
  3. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures
- 

TASK: 3044.01.04 (CORE) DISTRIBUTE AWARDED PURCHASING INSTRUMENTS

CONDITION(S): Given a procurement instrument, a reproduction machine, and the references.

STANDARD(S): Reproduce and distribute appropriate copies of purchase instruments to all required activities.

PERFORMANCE STEPS:

1. Reproduce numbers of copies per the references.
2. Distribute copies to appropriate activities.

INITIAL TRAINING SETTING: FLC Sustainment: 36 Req By: Sgt

REFERENCE(S):

1. DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
  2. FAR, Federal Acquisition Regulations
  3. NAPS, Naval Acquisition Procedures Supplement
  4. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures
- 

TASK: 3044.01.05 (CORE) MAINTAIN CONTRACT FILES

CONDITION(S): Given contracting instruments and the references.

STANDARD(S): Ensure all contract files are available for review upon demand and disposed of in a timely manner per the references.

PERFORMANCE STEPS:

1. Establish and maintain contract files, in consecutive number sequence segregated as to "completed" and "pending."
2. Review purchase files for adequate purchase documentation to substantiate purchasing transactions.
3. Closeout contract files per the references.
4. Establish and maintain contract archives per the references.
5. Dispose of contract records and files per the references.

INITIAL TRAINING SETTING: FLC Sustainment: 24 Req By: Sgt

REFERENCE(S):

1. FAR, Federal Acquisition Regulations

---

TASK: 3044.01.06 (CORE PLUS) PERFORM ANNUAL BLANKET PURCHASE AGREEMENT (BPA) FILE AUDIT

CONDITION(S): Given a BPA, call review report (NAVSUP Form 1328), BPA files, call records, and the references.

STANDARD(S): The BPA files are reviewed annually to ensure that proper procedures are being followed per the references.

PERFORMANCE STEPS:

1. Review the references.
2. Conduct audit of the BPA files per the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

---

TASK: 3044.01.07 (CORE) PREPARE FOLLOW-UP ON DELINQUENT ORDERS



CONDITION(S): Given a delinquent procurement instrument/file, office SOP, and the reference.

STANDARD(S): All delinquent procurement instruments receive follow-up action in a timely manner.

PERFORMANCE STEPS:

1. Review pending/open procurement instruments for delinquent shipments.
2. Contact the contractor to determine status of the overdue shipment.
3. Negotiate delivery terms.
4. Document the action that will be taken to rectify the overdue shipment.
5. Inform using unit of action taken.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. NAPS, Naval Acquisition Procedures Supplement
2. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

---

TASK: 3044.01.08 (CORE) REVIEW COMPLETED PURCHASE REQUESTS FOR COMPLETENESS AND ACCURACY

CONDITION(S): Given a completed purchase request containing an unclear purchase description and/or format errors and the references.

STANDARD(S): All reviewed purchase requests will contain clear and complete item descriptions.

PERFORMANCE STEPS:

1. Review purchase request from using unit.
2. Review purchase request for all required/appropriate information.
3. Review purchase description for possible brand name or equal/sole source justification requirements.
4. Ensure the requirements do not exceed the minimum Government needs.
5. Review purchase requests for split requirements.
6. Consolidate like item commodities to reduce administrative costs.
7. Distribute purchase requests to appropriate buyer.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. NAPS, Naval Acquisition Procedures Supplement
  2. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures
- 

TASK: 3044.01.09 (CORE PLUS) PREPARE CASE FILE FOR UNAUTHORIZED COMMITMENT

CONDITION(S): Given an unauthorized commitment and the references.

STANDARD(S): All documentation is present prior to submission. The unauthorized commitment case file is forwarded to the Commandant of the Marine Corps (Code LB).

PERFORMANCE STEPS:

1. Review and prepare documentation required to ratify the unauthorized commitment.
2. Submit the case file to the Commandant of the Marine Corps (Code LB) per the reference.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
  2. NAPS, Naval Acquisition Procedures Supplement
  3. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures
- 

TASK: 3044.01.10 (CORE PLUS) PROCESS CONGRESSIONAL INQUIRIES

CONDITION(S): Given official congressional inquiries and the references.

STANDARD(S): A written response will be prepared within five working days.

PERFORMANCE STEPS:

1. Obtain the facts pertaining to the Congressional Inquiry.
2. Combine and prepare determinations and findings for the Commandant of the Marine Corps (Code L).
3. Submit paragraph to the Commandant of the Marine Corps (Code L) per the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. NAPS, Naval Acquisition Procedures Supplement

3. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures
4. SECNAVINST 5216.5\_, Correspondence Manual

---

TASK: 3044.01.11 (CORE PLUS) MAINTAIN VENDOR CATALOGS

CONDITION(S): Given access to an established vendor catalog file containing outdated GSA and civilian catalogs, outdate price lists, missing civilian supplied item catalogs, a list of Federal Supply Code (FSC) numbers, and the references.

STANDARD(S): A comprehensive selection of product catalogs, civilian catalogs, and GSA catalogs will be maintained.

PERFORMANCE STEPS:

1. File and maintain civilian catalogs in alphabetical order.
2. File and maintain GSA catalogs in FSC class order.
3. Remove and discard outdated catalogs.
4. Order replacements for missing and outdated catalogs.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

---

TASK: 3044.01.12 (CORE PLUS) ENSURE SAFEKEEPING OF QUOTATIONS AND BIDS

CONDITION(S): Given quotations under \$100,000 and over \$100,000, a bid box, and the references.

STANDARD(S): Ensure all necessary security precautions are enforced concerning bids and quotations.

PERFORMANCE STEPS:

1. Ensure quotations under \$100,000 are safeguarded and discreetly handled per the references.
2. Ensure all bids over \$100,000 are safely secured in bid box per the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: Sgt

REFERENCE(S):

1. FAR, Federal Acquisition Regulations

2. NAPS, Naval Acquisition Procedures Supplement
  3. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures
- 

TASK: 3044.01.13 (CORE) MAINTAIN STANDARDS OF CONDUCT FILES

CONDITION(S): Given a certification statement and the references.

STANDARD(S): The Standards of Conduct files shall be maintained such that contracting personnel can read and understand the references to avoid conflict of interest or even appearance of conflict of interest. The file will contain signed certification by all personnel required to read the file. Certification statements will be maintained for five years.

PERFORMANCE STEPS:

1. Ensure all personnel representing the Government in business dealings read and understand the references.
2. Ensure all subject personnel sign certification statements.
3. File and maintain certification statements.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. MCO 5370.3\_, Standards of Conduct & Government Ethics
3. NAPS, Naval Acquisition Procedures Supplement
4. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures
5. SECNAVINST 5370.2\_, Standards of Conduct and Government Ethics

DUTY AREA 02 - PERSONNEL MANAGEMENT AND TRAINING

TASK: 3044.02.01 (CORE PLUS) ESTABLISH GOVERNMENT WIDE COMMERCIAL PURCHASE CARD (GCPC) PROGRAM

CONDITION(S): Given written approval from CMC (Code LBO) and the references.

STANDARD(S): Establish a GCPC program.

PERFORMANCE STEPS:

1. Review the references.
2. Determine the need for a GCPC program.
3. Establish card limitations, an approving official, and cardholder(s).
4. Submit the required documentation to higher headquarters.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: Sgt

REFERENCE(S):

1. DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
2. FAR, Federal Acquisition Regulations

---

TASK: 3044.02.02 (CORE PLUS) DIRECT PERSONNEL ADMINISTERING PURCHASING FUNCTIONS

CONDITION(S): Given access to a purchasing section, purchase requisitions, purchase orders, purchase order files, follow-up files, General Services Administration (GSA) schedules, mandatory supply schedules, and the references.

STANDARD(S): Ensure personnel efforts maximize purchasing functions efficiently.

PERFORMANCE STEPS:

1. Ensure the purchase requests are assigned to appropriate buyers.
2. Ensure purchase requests are prioritized and are sequenced by date received.
3. Ensure follow-up procedures are being performed on priority purchases and purchases which have delinquent delivery dates.
4. Perform random inspection on reports of property received (RPRs), matching RPRs with the dealers' invoices.
5. Ensure Blanket Purchase Agreements do not exceed set dollar amount.
6. Ensure purchases are made using General Services Administration (GSA) or other mandatory schedules, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: GySgt

REFERENCE(S):

1. NAPS, Naval Acquisition Procedures Supplement
2. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

---

TASK: 3044.02.03 (CORE PLUS) PROVIDE INSTRUCTIONS ON PURCHASING PROCEDURES AND REGULATIONS TO USING UNITS

CONDITION(S): Given a classroom setting, representatives from using units, completed purchasing forms, and the references.

STANDARD(S): Provide instruction on Blanket Purchase Agreements, Government Commercial Purchase Card Program, and purchase requisitions to using units.

PERFORMANCE STEPS:

1. Provide instruction on submission procedures for purchase requisitions.
2. Identify purchase action dollar value limitations.
3. Identify delivery time limitations.
4. Describe purchasing chain of command.
5. Provide overview of purchasing follow-up system.
6. Provide guidance on safekeeping procedures and vendor contracts prior to and after submission of purchase request.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: GySgt

REFERENCE(S):

1. NAPS, Naval Acquisition Procedures Supplement
2. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

---

TASK: 3044.02.04 (CORE PLUS) PERFORM AS PURCHASING/ORDER OFFICER

CONDITION(S): Given a delegation of authority letter or SF 1402 and the references.

STANDARD(S): Ensure all orders/purchases are per the law and in the best interest of the Government.

PERFORMANCE STEPS:

1. Complete appropriate training as required by the references.
2. Receive appointment letter per the reference.
3. Perform purchasing officer duties per paragraphs 2101 and 2302 of MCO P4200.15G.

4. Perform ordering officer duties per paragraphs 2101 and 2302 of MCO P4200.15G.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: GySgt

REFERENCE(S):

1. NAPS, Naval Acquisition Procedures Supplement
  2. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures
- 

TASK: 3044.02.05 (CORE PLUS) CONDUCT PURCHASING AND CONTRACTING ON-THE-JOB TRAINING (OJT) PROGRAM

CONDITION(S): Give access to a purchasing and contracting unit, newly assigned personnel, and the references.

STANDARD(S): A 6-month OJT schedule will be developed to train newly assigned personnel in purchasing and contracting procedures.

PERFORMANCE STEPS:

1. Plan for formal training on newly assigned personnel.
2. Task new personnel to perform basic functions within the purchasing office.
3. Closely supervise new personnel.
4. Assign MOS 3044, as appropriate.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: GySgt

REFERENCE(S):

1. NAPS, Naval Acquisition Procedures Supplement
2. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

ADMINISTRATIVE INSTRUCTIONS: MOS 3044 will be assigned upon successful completion of either six months of OJT or the Procurement Specialist Course.

---

TASK: 3044.02.06 (CORE PLUS) REVIEW WEEKLY BUYERS PRODUCTION/STATUS REPORT

CONDITION(S): Given a manual or computer-generated report listing the current status of all in-house requisitions, a prioritized list of requisitions, and a buyer's production report.

STANDARD(S): The computer-generated report or manual log listing all current requisitions being worked in the purchasing unit will be reviewed. Requisition status and potential problems will be identified.

PERFORMANCE STEPS:

1. Review reports to identify trends in requisitions completed, pending, and received, with no action taken.
2. Identify timeliness problems in the processing of requisitions by buyers.
3. Initiate corrective action on problem areas identified.
4. Ensure corrective action has been completed.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. NAPS, Naval Acquisition Procedures Supplement
  2. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures
- 

TASK: 3044.02.07 (CORE PLUS) PROCESS APPOINTMENT LETTERS

CONDITION(S): Given the authority and the references.

STANDARD(S): All appointment letters will be in compliance with the references and maintained for a period of five years.

PERFORMANCE STEPS:

1. Process the approving official and cardholder appointment letters.
2. Process the purchasing officer appointment letter.
3. Process the ordering officer appointment letter.
4. File the appointment letters.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: Sgt

REFERENCE(S):

1. NAPS, Naval Acquisition Procedures Supplement
2. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures



DUTY AREA 03 - OPERATIONS FUNTIONS

TASK: 3044.03.01 (CORE) OPERATE AUTOMATED DATA PROCUREMENT SYSTEM

CONDITION(S): Given access to computer equipment and the references.

STANDARD(S): The computer equipment will be operated in an efficient manner. The computer system will be available to contracting personnel not less than 90 percent of the time. Data will be periodically and frequently backed up to prevent loss of critical information.

PERFORMANCE STEPS:

1. Act as the system manager for the procurement system.
2. Ensure essential information is processed to meet requirements of the purchasing and contracting section.
3. Ensure data is backed up.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Sgt

REFERENCE(S): (NONE)

DUTY AREA 04 - SIMPLIFIED ACQUISITION PROCEDURES

TASK: 3044.04.01 (CORE) PROCESS DELIVERY ORDERS UNDER EXISTING CONTRACTS

CONDITION(S): Given valid requirements, Federal Supply Schedules (FSS), indefinite delivery contracts, and the references.

STANDARD(S): All existing contracts shall be used to the maximum extent possible.

PERFORMANCE STEPS:

1. Review item description to ascertain if the item is carried on an existing Government contract (Federal prison industries, blind made products, etc.).
2. Review dollar value to ensure that all dollar limitation requirements are met (i.e., NAVMC Form 4380, DD Form 350, DD Form 1784).
3. Review minimum and maximum ordering limitations contained within the contract.
4. Review required delivery date, to ensure that delivery can meet the Government requirement.
5. Perform cost comparison on multiple award contracts to ensure the Government is getting a fair and reasonable price.
6. Place delivery order.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
2. FAR, Federal Acquisition Regulations
3. NAPS, Naval Acquisition Procedures Supplement
4. NAVSUP, Naval Supply Manual
5. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

---

TASK: 3044.04.02 (CORE) PROCESS RECEIVING REPORTS

CONDITION(S): Given material inspections, receiving reports, Report of Property Received (RPRs), purchase file, and the references.

STANDARD(S): Ensure receiving reports are processed and correctly filed in the proper purchase file. The purchase file will provide a complete audit trail of purchasing, receiving, and payment actions.

PERFORMANCE STEPS:

1. Obtain receiving reports from receiving activity.
2. Review receiving reports for complete or partial/delivery status.

3. Identify discrepancies.
4. Provide for follow-up action on partial deliveries and take corrective action on discrepancies.
5. File receiving reports.

INITIAL TRAINING SETTING: FLC Sustainment: 24 Req By: Sgt

REFERENCE(S):

1. NAPS, Naval Acquisition Procedures Supplement
  2. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures
- 

TASK: 3044.04.03 (CORE) PREPARE BLANKET PURCHASE AGREEMENT (BPA)

CONDITION(S): Given a written request for a BPA and the references.

STANDARD(S): All requests for new BPAs will be processed in a timely fashion and in the appropriate manner.

PERFORMANCE STEPS:

1. Review existing BPAs for requested commodity area.
2. Determine if a new vendor is required for BPAs based upon existing BPAs.
3. Verify that the new vendor is responsive and responsible.
4. Issue the BPA per the references.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. NAPS, Naval Acquisition Procedures Supplement
  2. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures
- 

TASK: 3044.04.04 (CORE) UPDATE BLANKET PURCHASE AGREEMENT (BPA)

CONDITION(S): Given a BPA and the references.

STANDARD(S): The BPA will be reviewed and updated annually, or as required.

PERFORMANCE STEPS:

1. Conduct annual BPA review.
2. Make necessary changes as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

---

TASK: 3044.04.05 (CORE) PREPARE AMENDMENTS/MODIFICATIONS TO SOLICITATIONS AND PURCHASE INSTRUMENTS

CONDITION(S): Given the solicitation or purchase instrument, a request for change, and the references.

STANDARD(S): Change requests will be validated and changes made which are in the best interest of the Government. Amendments/modifications will be prepared per the references.

PERFORMANCE STEPS:

1. Review change request for appropriateness.
2. Determine if change will be unilateral or bilateral.
3. Prepare amendment/modification.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

---

TASK: 3044.04.06 (CORE) PERFORM AS A GOVERNMENT WIDE COMMERICAL PURCHASE CARD (GCPC) CARDHOLDER

CONDITION(S): Given appointment/acceptance letters, a Visa credit card, appropriate forms, and the references.

STANDARD(S): The monthly statement of account will be reconciled and all GCPC buys made per the references.

PERFORMANCE STEPS:

1. File and maintain appointment, acceptance letters and Visa card information received from the bank.
2. Safeguard credit card in accordance with command policy.
3. Ensure only authorized GCPC purchases are executed.

4. Reconcile GCPC monthly statement of account and provide to approving official for certification.
5. Maintain GCPC pending and completed files.

INITIAL TRAINING SETTING: FLC Sustainment: 36 Req By: Sgt

REFERENCE(S):

1. DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
2. FAR, Federal Acquisition Regulations
3. NAPS, Naval Acquisition Procedures Supplement
4. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

---

TASK: 3044.04.07 (CORE) PREPARE PURCHASE ORDER INVOICE VOUCHER (SF 44)

CONDITION(S): Given blank SF 44 and the references.

STANDARD(S): Execute the SF 44 when no other small purchasing method applies. Prepare the SF 44 per the references.

PERFORMANCE STEPS:

1. Prepare an SF 44.
2. Provide adequate security and safeguards for the SF 44.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. NAPS, Naval Acquisition Procedures Supplement
2. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

---

TASK: 3044.04.08 (CORE) PROCESS MILITARY INTERDEPARTMENTAL PURCHASE REQUESTS

CONDITION(S): Given a Military Interdepartmental Purchase Request (MIPR) and the reference.

STANDARD(S): MIPR will be processed per the reference.

PERFORMANCE STEPS:

1. Review and process equipment.
2. Maintain a copy of the MIPR in the purchasing files.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
- 

TASK: 3044.04.09 (CORE) SELECT SIMPLIFIED ACQUISITION PROCEDURE

CONDITION(S): Given a valid requirement and the references.

STANDARD(S): A purchase method will be selected which is determined to be most suitable to the immediate requirement and which will accomplish the transaction in the most efficient and economical manner, subject to the limitations imposed.

PERFORMANCE STEPS:

1. Prior to selecting an open market method, review all existing Government contracts to ensure there are no established contracts available upon which to place a delivery order.
2. Review small business set aside (Public Law 95-507), \$2,500 and up.
3. Review for competitive requirements of \$2,500 and up.
4. Review for synopsis requirement of \$25,000 (\$10,000 if sole-source).
5. Review for wage determination requirement of \$2,500 and up.
6. Review for required determination and findings.
7. Determine whether solicitation will be a Request for Quotation (RFQ) or oral.
8. Solicit quotations from selected vendors.
9. Make award selecting method purchase:
  - a. Blanket Purchase Agreement Call.
  - b. Government Commercial Purchase Card (GCPC).
  - c. Firm Fixed Price Purchase Order.
  - d. Un-priced Purchase Order.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
2. FAR, Federal Acquisition Regulations
3. NAPS, Naval Acquisition Procedures Supplement
4. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

DUTY AREA 05 - FORMAL CONTRACT FUNCTIONS

TASK: 3044.05.01 (CORE PLUS) PROCESS PURCHASE REQUESTS FOR FOREIGN MADE PRODUCTS

CONDITION(S): Given a valid purchase request and the references.

STANDARD(S): All requirements for foreign made items are approved by the Commandant of the Marine Corps (Code LB).

PERFORMANCE STEPS:

1. Review purchase requirement to determine if it is solely a foreign made item or if an American made item is acceptable.
2. If only foreign made item is acceptable, prepare written justification for approval by the Commandant of the Marine Corps (LB), as required. If the American item is acceptable, follow small purchasing procedures.
3. Ensure Customs Declaration is filed with the U.S. Customs Office.
4. Upon receipt of approval from the Commandant of the Marine Corps (LB), effect purchase.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: GySgt

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

---

TASK: 3044.05.02 (CORE PLUS) PREPARE DELINQUENCY LETTER

CONDITION(S): Given a delinquent procurement instrument and the references.

STANDARD(S): All substantial delinquent procurements will be handled in a timely manner.

PERFORMANCE STEPS:

1. Issue "Cure Notice" if contract is to be terminated for default prior to delivery date.
2. Issue "Show Cause Notice" only if there is not adequate time to issue cure notice (10 days or more).

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: GySgt

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. NAPS, Naval Acquisition Procedures Supplement

3. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

---

TASK: 3044.05.03 (CORE PLUS) PREPARE INDIVIDUAL PROCUREMENT ACTION REPORT (DD FORM 350)

CONDITION(S): Given a DD Form 350, an awarded contract, an appropriate coding manual and the references.

STANDARD(S): The DD Form 350 will be prepared in a complete and accurate manner. It will be signed by the contracting officer and submitted per the references.

PERFORMANCE STEPS:

1. Prepare a DD Form 350.
2. Submit the DD Form 350 for verification and signature.
3. Submit the DD Form 350 to the Commandant of the Marine Corps (LB), within required time limitation.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: GySgt

REFERENCE(S):

1. DOD FAR SUPPLEMENT, Department of Defense Federal Acquisition Regulations
  2. NAPS, Naval Acquisition Procedures Supplement
  3. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures
- 

TASK: 3044.05.04 (CORE PLUS) PREPARE PROTEST CASE FILES

CONDITION(S): Given the contractors written/oral protest and the references.

STANDARD(S): All protests will be immediately forwarded to the Commandant of the Marine Corps (Code LB).

PERFORMANCE STEPS:

1. Receive protest from vendor.
2. Notify the Commandant of the Marine Corps (Code LB) immediately.
3. Upon notification from the Commandant of the Marine Corps (Code LB) that a formal protest has been lodged with General Accounting Office, furnish requested information.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: GySgt

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. NAPS, Naval Acquisition Procedures Supplement



3. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

---

TASK: 3044.05.05 (CORE PLUS) PREPARE REQUEST FOR PROPOSAL (RFP)

CONDITION(S): Given a valid purchase request and the references.

STANDARD(S): The solicitation will be prepared, negotiations will be conducted, and contract awarded using the "Contracting By Negotiations" method. The RFP will be prepared per the references.

PERFORMANCE STEPS:

1. Review part 6 of the Federal Acquisition Regulations to ensure proper authority is cited for other than full and open competition.
2. Prepare solicitation (RFP).
3. Receive and safeguard proposals.
4. Evaluate and hold discussions with vendors.
5. Make award.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
  2. NAPS, Naval Acquisition Procedures Supplement
  3. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures
- 

TASK: 3044.05.06 (CORE PLUS) AWARD INVITATION FOR BID (IFB)

CONDITION(S): Given a valid purchase request and the references.

STANDARD(S): The contract will be prepared, solicitation made, and contract awarded using the sealed bid method of contracting.

PERFORMANCE STEPS:

1. Prepare solicitation of IFB using uniform contract format contained in the references.
2. Determine solicitation and contract clauses as required.
3. Submit for business clearance as required.
4. Prepare synopsis and publicize solicitation.
5. Conduct prebid conference if required.

6. Conduct bid opening.
7. Award contract.
8. Prepare unsuccessful bid letters.
9. Publicize award.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

---

TASK: 3044.05.07 (CORE PLUS) ADMINISTER CONTRACTS

CONDITION(S): Given an awarded contract and the references.

STANDARD(S): The awarded contracts will be administered in a complete and accurate manner per the references.

PERFORMANCE STEPS:

1. Review contract for all required documentation.
2. Ensure that all clauses and conditions are intact and adhered to in full.
3. Prepare unilateral or bilateral modifications as required.
4. Closeout contract upon completion.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. FAR, Federal Acquisition Regulations
2. NAPS, Naval Acquisition Procedures Supplement
3. NAVSUPINST 4200.85\_, Dept of Navy Simplified Acquisition Procedures

MOS 3051, WAREHOUSE CLERK

DUTY AREA 01 - FACILITIES AND EQUIPMENT: E1 TO E3

TASK: 3051.01.01 (CORE) PERFORM PEST CONTROL PROCEDURES

CONDITION(S): Given a functioning warehouse and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Inspect warehouse for evidence of pest infestation.
2. Notify appropriate agency as required.
3. Control vegetation and ensure proper land drainage.
4. Report noted discrepancies to supervisor.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

---

TASK: 3051.01.02 (CORE) OPERATE MATERIAL HANDLING EQUIPMENT (MHE)

CONDITION(S): Given the requirement to move materials, MHE, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Obtain appropriate license to operate MHE.
2. Embark supplies on MHE.
3. Negotiate warehouse area with MHE.
4. Use ground guides as required.
5. Disembark supplies from MHE.
6. Perform first echelon maintenance on MHE as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. Manufacturer's Operating Instructions

MCO 1510.73C  
DRAFT

3. DOD 4145.19-R-1, Storage and Materials Handling

ADMINISTRATIVE INSTRUCTIONS: RECOMMEND GETTING FORKLIFT LEARNERS PERMIT DURING SCHOOL

Appendix E to  
ENCLOSURE (6)

DUTY AREA 02 - QUALITY CONTROL: E1 TO E3

TASK: 3051.02.01 (CORE) PROCESS UNSERVICEABLE EQUIPMENT

CONDITION(S): Given unserviceable equipment and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify that item is unserviceable and is not a component part to an end item.
2. Complete turn with disposal transaction.
3. Attach copy of disposal document to item and place in appropriate holding bin.
4. Submit original disposal document to administrative section.
5. Upon receipt of shipping mat, turn items in for disposal.
6. After turn-in, provide signed copy of shipping mat to the administrative section.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
2. UM 4400.124, SASSY Using Unit Procedures
3. UM 4400.15, Organic Property Control

---

TASK: 3051.02.02 (CORE) PERFORM CARE IN STORAGE PROCEDURES

CONDITION(S): Given the requirement to care for items in storage and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure the gear is serviceable and ready for issue.
2. Ensure each item is properly identified with National Stock Number/National Item Identification Number (NSN/NIIN).
3. Repack level A items back to original condition if packaging has been broken open.
4. Coordinate with quality control section on any gear that needs to be Care of Supplies in Storage (COSIS) or repacked.
5. Tag and request a Defense Reutilization Management Office shipping mat for any supplies found unserviceable.

6. Check supplies for expiration date if applicable.
7. Turn over all supplies with expired shelf life date to the quality control section.
8. Return all items back on location neatly and orderly.
9. Ensure proper rotation items with shelf life date.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4030.21\_, Packaging Material Packing, Vol. II
3. MIL STD 2731\_, Standard Practice for Military Packing

---

TASK: 3051.02.03 (CORE) PALLETIZE SUPPLY MATERIAL

CONDITION(S): Given material requiring palletization, banding material, pallets, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Check serviceability of pallet.
2. Place gear properly and evenly on the pallet.
3. Band gear onto pallet without damaging gear.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4030.21\_, Packaging Material Packing, Vol. II

---

TASK: 3051.02.04 (CORE) MAINTAIN COMPATIBILITY OF STORED MATERIEL ASSETS

CONDITION(S): Given a storage area, personnel performing storage procedures, materials, MHE, and storage containers.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review references.

2. Store like items together.
3. Store together items that will be used together.
4. Place similar types of storage containers together.
5. Identify discrepancies to supervisor.
6. Take corrective action as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4450.12, Joint Service Manual for Storage and Handling of HAZMAT
- 

TASK: 3051.02.05 (CORE PLUS) MODIFY STORAGE CONTAINERS

CONDITION(S): Given storage containers, required tools, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine storage requirements.
3. Determine optional storage configuration.
4. Modify storage containers, as appropriate.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
  2. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3051.02.06 (CORE PLUS) MAINTAIN HAZARDOUS MATERIAL IN RECEIVING AND STORAGE

CONDITION(S): Given hazardous materials, storage facility, safety equipment, MHE, and the references.

STANDARD(S): In accordance with the references

PERFORMANCE STEPS:

1. Properly identify hazardous materials.
2. Store hazardous items in safe locations with compatible materials.

3. Handle hazardous items in compliance with published safety and environmental guidelines.
4. Instruct personnel on safe handling and storage of hazardous materials.
5. Establish unit fire and accident programs as outlined in the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.12, Joint Service Manual for Storage and Handling of HAZMAT
3. MCO P4450.14, Joint Service Manual for Storage and Materials Handling

ADMINISTRATIVE INSTRUCTIONS: Local Hazmat Training to Standard

---

TASK: 3051.02.07 (CORE) PERFORM OUTDOOR STORAGE PROCEDURES

CONDITION(S): Given requirement to store material outdoors, outdoor storage facilities, materials, MHE and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Properly preserve stored items.
2. Protect stored items with plastics and tarpaulins.
3. Ensure adequate ventilation of stored items.
4. Store material off the ground.
5. Frequently inspect stored material to prevent deterioration.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling



DUTY AREA 03 - LOCATION SYSTEMS: E1 TO E3

TASK: 3051.03.01 (CORE) MARK WAREHOUSE STORAGE CONTAINERS

CONDITION(S): Given storage containers, paint, marking equipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Ensure the location number is correct.
3. Use the correct color for lettering.
4. Mark shelf units.
5. Mark outside of container as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
  2. MCO P4450.7\_, Marine Corps Warehousing Manual
- 

TASK: 3051.03.02 (CORE) APPLY WAREHOUSE GRID LOCATION MARKINGS

CONDITION(S): Given a warehouse, marking equipment, planograph and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Use the standard nine digit number system.
3. Use correct colors for marking locations.
4. Use the correct pallet size.
5. Use proper size letters and numbers.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
  2. MCO P4450.7\_, Marine Corps Warehousing Manual
-

TASK: 3051.03.03 (CORE PLUS) ATTACH BAR CODES TO STORAGE BINS/RACKS

CONDITION(S): Given bar code label, storage bin/rack location, planograph, and the references.

STANDARD(S): In accordance with the planograph and location system requirements.

PERFORMANCE STEPS:

1. Determine location.
2. Match bar code sticker with location.
3. Apply sticker to the location.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling
3. MIL STD 129, Military Standard Marking for Shipment and Storage

---

TASK: 3051.03.04 (CORE) ATTACH LOCATION CARDS TO STORAGE CONTAINERS

CONDITION(S): Given warehouse location card, storage bins and racks, locations, planograph, and the references.

STANDARD(S): In accordance with the planograph and location system requirements.

PERFORMANCE STEPS:

1. Determine location.
2. Match Warehouse control card with location.
3. Identify proper containers.
4. Apply location card on storage container.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7\_, Marine Corps Warehousing Manual
3. MIL STD 129, Military Standard Marking for Shipment and Storage

---

TASK: 3051.03.05 (CORE PLUS) PREPARE SUPPLIES FOR STORAGE

CONDITION(S): Given supply items that have been properly receipted for, a labeling device, bulk storage marking equipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify the item.
2. Generate bar code label for nonbulk items.
3. Attach bar code label to nonbulk item.
4. Determine where to place label on bulk storage item.
5. Mark bulk storage item with storage location.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MIL STD 129, Military Standard Marking for Shipment and Storage
3. UM 4400.123, FMF SASSY Management Unit Procedures
4. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3051.03.06 (CORE) ESTABLISH A LOCATION FOR ITEMS

CONDITION(S): Given received materials, planograph, storage areas, and the references.

STANDARD(S): In accordance with the references

PERFORMANCE STEPS:

1. Ensure that the paperwork properly identifies the material.
2. Verify that the material is serviceable.
3. Identify existing locations.
4. If no location exists, establish a new location.
5. Complete a locator card and place it in the locator file for items placed on new locations.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400.123, FMF SASSY Management Unit Procedures

3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3051.03.07 (CORE) ESTABLISH LOCATOR FILE

CONDITION(S): Given a requirement to establish a locator file, warehouse control card (NAVMC 10849), access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure that the warehouse control card (NAVMC 10849) is properly completed.
2. Load information into data system as required.
3. Ensure that locator cards are updated, as required.
4. Ensure that data system is updated as required.
5. Ensure locator cards are properly filed.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4450.7\_, Marine Corps Warehousing Manual
  2. UM 4400.120, Asset Tracking for Logistics Supply System
  3. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3051.03.08 (CORE) MAINTAIN STOCK LOCATOR DECK

CONDITION(S): Given a locator deck, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the locator file.
2. Verify that the file locator deck contains a locator record for each item stored.
3. Verify the cards are properly completed and include a stock number, unit of issue, and location.
4. Verify all records in data system are properly completed and include a stock number, unit of issues and location.

5. Ensure procedures are established to maintain positive control of all additions, deletions, and changes to the locator file.
6. Screen locator file to identify gear already on location.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
  2. DOD 4145.19-R-1, Storage and Materials Handling
  3. MCO P4450.7\_, Marine Corps Warehousing Manual
- 

TASK: 3051.03.09 (CORE) PERFORM LOCATION ADDITION

CONDITION(S): Given the requirement to add an additional location, materials, locator deck, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Find a location that can accommodate all the items for the NSN/NIIN.
2. Move all items for the National Stock Number/National Item Identification Number (NSN/NIIN) to the new location.
3. Prepare location add card In accordance with the references.
4. Prepare location delete card, if necessary.
5. Mark new storage container or area, as necessary.
6. Update locator deck.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. UM 4400.123, FMF SASSY Management Unit Procedures

DUTY AREA 04 - INVENTORY PROCEDURES: E1 TO E3

TASK: 3051.04.01 (CORE PLUS) PERFORM LOCATION CONSOLIDATION

CONDITION(S): Given a storage area location consolidation printout, storage area, and the reference.

STANDARD(S): Consolidate NSN/NIIN with multiple locations into common locations.

PERFORMANCE STEPS:

1. Request a location consolidation printout from the SASSY Management Unit (SMU).
2. Verify the locations to ensure listed item is present at each location.
3. Consolidate the item at the most suitable location.
4. Prepare YLD deletion cards for the empty locations.
5. Process the deletion cards.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
2. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3051.04.02 (CORE PLUS) PERFORM LOCATION VERIFICATION

CONDITION(S): Given a storage area location verification printout, storage area, and the references.

STANDARD(S): To verify the data between the location and the Locator Deck in accordance with the references.

PERFORMANCE STEPS:

1. Take locations from the locator deck and check against the locations out in the warehouse.
2. Go to random locations and check to see if they are on the locator deck.
3. Validate the NSN/NIIN on that location against the NSN/NIIN on the location listed.
4. Continue process until all the locations are verified.
5. If the National Stock Number/National Item Identification Number (NSN/NIIN) on the list is not at the location, prepare a location delete card (YLD).
6. If the NSN/NIIN is on location and not on the locator deck research that NSN.
7. Process the YLD card.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling
3. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3051.04.03 (CORE) PERFORM INVENTORY PROCEDURES

CONDITION(S): Given a requirement to conduct an inventory, a storage area, materials to be inventoried, location print out and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Obtain locations and National Stock Number/National Item Identification Numbers (NSN/NIIN) to count.
2. Go to count location.
3. Identify supplies on location.
4. Count supplies.
5. Notify higher authority of any discrepancies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.123, FMF SASSY Management Unit Procedures
4. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3051.04.04 (CORE PLUS) MAINTAIN INVENTORY PRINTOUTS

CONDITION(S): Given inventory printouts, access to current inventory records, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review printout files to ensure they are maintained in accordance with the references.
2. Add/delete printouts from files, as appropriate.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
  2. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3051.04.05 (CORE) MAINTAIN CHESTS, KITS, SETS, AND ASSEMBLIES

CONDITION(S): Given chests, kits, sets, assemblies, corresponding SL-3 listings and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify the end item.
2. Review the SL-3 components list.
3. Inventory chest kit or set.
4. Put deficiencies on order.
5. Place the SL-3 components list with the end item.
6. Follow-up on deficiencies orders.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.124, SASSY Using Unit Procedures
2. UM 4400.15, Organic Property Control



DUTY AREA 05 - RECEIVING MATERIALS: E1 TO E3

TASK: 3051.05.01 (CORE) PROCESS MULTIPACKS

CONDITION(S): Given multipack material shipment, receiving equipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Break down multipacks.
2. Unwrap items of multipack.
3. Separate items of multipack.
4. Attach bar code label to each item.
5. Stage items in designated areas.
6. Reconcile items with shipping list.
7. List any discrepancies.
8. Provide list to higher authority.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3051.05.02 (CORE) PERFORM QUALITY CONTROL ON INCOMING SUPPLY MATERIAL

CONDITION(S): Given incoming supply material and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Inspect items for serviceability.
2. Verify National Stock Number/National Item Identification Number (NSN/NIIN) is present on item and properly identifies item.
3. Annotate shelf life before processing, as applicable.
4. Ensure all sets, kits, and chests are complete prior to receipt.
5. Report discrepancies to supervisor.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.123, FMF SASSY Management Unit Procedures
4. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3051.05.03 (CORE) PROCESS MATERIAL RELEASE ORDER (MRO)

CONDITION(S): Given MRO documents and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure that all information on the DD 1348-1 MRO is complete and correct.
2. Process the MRO ensuring that the name, date, quantity, and condition code are entered.
3. Retain required copies and maintain in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400.123, FMF SASSY Management Unit Procedures
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3051.05.04 (CORE) SEGREGATE SPECIAL HANDLING MATERIALS

CONDITION(S): Given incoming special handling materials for storage or issue, receipt documents, and the reference.

STANDARD(S): To separate all special handling materials in accordance with the references.

PERFORMANCE STEPS:

1. Identify material requiring special handling.
2. Store special handling materials in secure area.
3. Store special handling materials for a single customer in a segregated area of secure storage.
4. Complete all required documentation in accordance with the references.

5. Ensure that the Material Safety Data accompanies the gear.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
  2. DOD 4145.19-R-1, Storage and Materials Handling
  3. UM 4400.123, FMF SASSY Management Unit Procedures
  4. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3051.05.05 (CORE) SEGREGATE ITEMS FOR ISSUE TO CUSTOMER

CONDITION(S): Given incoming and outgoing supplies, Material Release Order (MRO), Material Handling Equipment (MHE), and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify all items intended for the customer by using the RUC/Supplementary Address.
2. Place all items in the correct customer's designated storage location.
3. Complete all documentation in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
  2. UM 4400.123, FMF SASSY Management Unit Procedures
  3. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3051.05.06 (CORE) MAINTAIN PROOF OF DELIVERY (POD) FILE

CONDITION(S): Given a proof and delivery file, receipt documents, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure the receipt (DD Form 1348) is properly completed with all information required.
2. File the receipt/issue documents.

3. Update file, as required.
4. Maintain records in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.124, SASSY Using Unit Procedures
  2. UM 4400.15, Organic Property Control
- 

TASK: 3051.05.07 (CORE PLUS) PROCESS REPORT OF PROPERTY RECEIVED (RPR)

CONDITION(S): Given property receipt documentation and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure quantity and National Stock Number/National Item Identification (NSN/NIIN) is correct on the DD Form 1348-1.
2. Ensure the RPR is legible.
3. Verify that the RPR stamp is on the document.
4. Ensure the document identifier code is "BWA" or "ASA."
5. Check to see if backorders can be filled from the gear received (D6A D6T).
6. After processing is complete, place a copy with the gear.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
  2. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3051.05.08 (CORE PLUS) PROCESS RETURNED CLOTHING

CONDITION(S): Given clothing to be returned to storage, storage materials, clothing documentation, and references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure clothing is clean and serviceable.
2. Ensure clothing has not been written on.

3. Ensure that all documentation is properly completed.
4. Ensure that the NSN/NIIN and size match the item being returned.
5. Store clothing in appropriate containers to prevent mildew and keep rodents away.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO 10120, Marine Corps Clothing Regulations
  2. MCO P4400.76\_, DSSC Manual
- 

TASK: 3051.05.09 (CORE PLUS) PROCESS WALK-THRU REQUISITIONS

CONDITION(S): Given a walk-thru requisition, required documentation, and the references.

STANDARD(S): Process walk-thru requisitions in accordance with the references.

PERFORMANCE STEPS:

1. Ensure all information on the DD 1348 hard card (walk-thru) is correct and complete.
2. Process the walk-thru ensuring that name, date, and quantity are entered.
3. Check the letter of authorization to ensure that the signature, and priority are authorized.
4. Ensure that the individual receiving supplies signs and completes all information required in the walk thru logbook.
5. Retain required copies and maintain in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
  2. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3051.05.10 (CORE) COORDINATE CUSTOMER ROLLBACKS

CONDITION(S): Given rollback material, customer correspondence pertaining to rollback problems or concerns, required documentation, required personnel, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure rollback material is properly identified per the reference.
2. Ensure administrative documentation is accurate and complete.
3. Take corrective action to resolve customer problems or procedural problems.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
  2. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3051.05.11 (CORE) PROCESS ROLL-BACK RECEIPTS

CONDITION(S): In a General Account warehouse, provided with items to be rolled back from a using unit, and the references

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure documentation is complete and properly filled out.
2. Ensure all items are serviceable and clean.
3. Ensure National Stock Number/National Item Identification Number (NSN/NIIN) and quantity matches the item.
4. Ensure no using unit tack markings or names are on items.
5. Ensure weapons and communication items have Limited Technical Inspection (LTI) with it.
6. Ensure chests, kits, or sets are at least 65 percent complete before receipting.
7. Ensure that item is rated prior to acceptance.
8. Ensure that the item has a valid shelf life.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
2. UM 4400.124, SASSY Using Unit Procedures

DUTY AREA 06 - ISSUING MATERIALS: E1 TO E3

TASK: 3051.06.01 (CORE) ISSUE SUPPLIES AND EQUIPMENT

CONDITION(S): Given supplies, equipment, personnel requiring supplies and equipment, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure supplies and equipment to be issued are serviceable.
2. Ensure issue documentation is correctly filled out, initialed, and signed by individual receiving supplies and equipment.
3. Verify Authorization letter to ensure the individual is authorized to receive equipment.
4. File original copy and provide a copy to the individual.
5. Record the issue into the automated tracking system.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
2. UM 4400.15, Organic Property Control

---

TASK: 3051.06.02 (CORE) PREPARE EQUIPMENT CUSTODY RECEIPT (ECR) CARD

CONDITION(S): Given a blank ECR card and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Obtain authorization to issue temporary loan.
2. Record full name and contact information of Responsible Individual.
3. Record full name and RUC of responsible individual's unit.
4. Indicate all serial numbers on reverse side of ECR.
5. Review ECR card to ensure it is properly completed with all with signature and all other information.
6. File completed card.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4400.15, Organic Property Control

---

TASK: 3051.06.03 (CORE) FILE EQUIPMENT CUSTODY RECORD (ECR)(NAVMC 10359)

CONDITION(S): Given a file containing ECR cards and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure that all ECR cards are properly completed.
2. File cards in the same sequence as the stock records.
3. Ensure that all ECR cards are updated in accordance with the references.
4. Ensure that the originals are kept in the file and that the responsible officer/individual receives a copy.
5. Conduct reconciliation for expired dates as required.
6. Report delinquent cards to the supervisor.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. MCO P4400.150\_, Consumer Level Supply Manual
3. UM 4400.15, Organic Property Control

---

TASK: 3051.06.04 (CORE) PREPARE LOCAL FORM FOR INDIVIDUAL ISSUES

CONDITION(S): Given a blank local form for individual issue, access to an automated system with applicable software, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure full name, rank, and SSN of individual receipting for equipment is provided and legible.



2. Ensure correct quantity, if placed next to each item, to be checked out.
3. Ensure individual initials are placed by the item to be checked out and that the local form for individual issue is signed.
4. Insure information is entered into automated system as required.
5. File the local form for individual issue.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. UM 4400.124, SASSY Using Unit Procedures
3. UM 4400.15, Organic Property Control

---

TASK: 3051.06.05 (CORE) CONDUCT RECONCILIATION BETWEEN LOCAL INDIVIDUAL ISSUE RECORD AND UNIT ALPHA ROSTER

CONDITION(S): Given local individual issue records, updated alpha roster, and the references.

STANDARD(S): To identify discrepancies between unit personnel on hand and supply accountable records, in accordance with the references.

PERFORMANCE STEPS:

1. Reconcile the individual records against the automatic system database.
2. Reconcile the alpha roster with local individual issue record.
3. List the discrepancies between the roster and the record.
4. Investigate discrepancies to determine the cause.
5. Report discrepancy listing to higher authority.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
2. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3051.06.06 (CORE) PERFORM CHECKOUT PROCEDURES

CONDITION(S): Given local individual issue records, personnel leaving the unit, ECR file, equipment to be turned in, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Verify checkout sheet.
2. Check Temp Loan Deck for gear owed.
3. Inspect items for cleanliness and serviceability.
4. Line out items on local individual issue form after acceptance.
5. Refer individual to the Supply Administrative Section for missing or damaged equipment.
6. Provide half of the original local individual issue form card to individual after all equipment has been recovered.
7. Sign checkout after all items have been recovered and all ECR cards closed out.
8. Return items to stock.
9. Adjust automatic record as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. UM 4400.124, SASSY Using Unit Procedures
3. UM 4400.15, Organic Property Control

---

TASK: 3051.06.07 (CORE PLUS) PERFORM CLOTHING ISSUE PROCEDURES

CONDITION(S): Given clothing to be issued, NAVMC 604 form, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure the NAVMC 604 form is correctly completed and has been signed approved by the Commanding Officer.
2. Verify the items to be issued are correct.
3. Verify that the individual has received the listed items.
4. Obtain signature from individual issued clothing on NAVMC 604 form.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO 10120, Marine Corps Clothing Regulations
2. MCO P4400.76\_, DSSC Manual
3. UM 4400.15, Organic Property Control

DUTY AREA 07 - WAREHOUSE OPERATIONS: E1 TO E3

TASK: 3051.07.01 (CORE) MAINTAIN WAREHOUSE SECURITY

CONDITION(S): Given access to a warehouse, required personnel, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify higher authority to which violations of security would be reported.
2. Report violations of security to higher authority.
3. Report equipment losses to higher authority.
4. Ensure an understanding of the regulations governing security.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
  2. DOD 4145.19-R-1, Storage and Materials Handling
- 

TASK: 3051.07.02 (CORE) DISPOSE OF DAMAGED OR DETERIORATED SUPPLIES

CONDITION(S): Given damage or deteriorated supplies and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Identify supplies that are no longer serviceable.
2. Notify the administrative section of unserviceable items.
3. Hold material until disposal instructions have been received.
4. Dispose of material as directed.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
  2. UM 4400.124, SASSY Using Unit Procedures
  3. UM 4400.15, Organic Property Control
- 

TASK: 3051.07.03 (CORE PLUS) PERFORM PREPARATION FOR EMBARKATION PROCEDURES

CONDITION(S): Given mount-out boxes, supplies, equipment, Material Handling Equipment (MHE), and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine items to be pulled and supervise the process.
2. Identify items to be packed in mount-out boxes.
3. Pack mount-out boxes per SOP.
4. Conduct preventive maintenance on MHE.
5. Secure vacated warehouse.
6. Pack needed administrative items.
7. Properly mark all shipping containers.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. FMFM 4-2, Amphibious Embarkation
3. MCO P4030.21\_, Packaging Material Packing, Vol. II
4. MCO P4450.7\_, Marine Corps Warehousing Manual

---

TASK: 3051.07.04 (CORE) IDENTIFY UNIT EQUIPMENT FOR REPAIR

CONDITION(S): Given unit authorized equipment, requirements for "ready-for-issue," and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Inspect all gear/material designed for "ready for issue" status.
2. Determine "ready-for-issue" status.
3. Segregate not "ready-for-issue" items.
4. Prepare Maintenance Repair Order.
5. Turn-in not "ready-for-issue" items for repair.
6. Follow-up on status of repairs.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4790.2\_, MIMMS Field Procedures Manual
- 

TASK: 3051.07.05 (CORE) PERFORM DATA COLLECTION

CONDITION(S): Given a scanner, tracker, bar-coded source documents, access to an automated system with applicable software, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine data to be collected.
2. Scan bar codes.
3. Download data into software system.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. WSS User's Manual
3. UM 4400.120, Asset Tracking for Logistics Supply System

DUTY AREA 21 - FACILITIES AND EQUIPMENT: NCO

TASK: 3051.21.01 (CORE PLUS) PERFORM INSPECTION ON STORAGE FACILITY

CONDITION(S): Given a functioning storage facility and the reference.

STANDARD(S): To ensure safety and security of facility are maintained in accordance with the references.

PERFORMANCE STEPS:

1. Ensure proper security and fire protection for all gear in stock.
2. Ensure all machinery and facilities are operational.
3. Ensure all areas are free of debris.
4. Ensure area layout minimizes unnecessary movement of materials and equipment.
5. Eliminate unnecessary backhauling or crosshauling of supplies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling

---

TASK: 3051.21.02 (CORE PLUS) SUPERVISE MATERIAL HANDLING EQUIPMENT (MHE) PREVENTIVE MAINTENANCE PROGRAM

CONDITION(S): Given MHE Preventive Maintenance (PM) instructions, MHE, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Observe PM procedure.
3. Ensure PM procedures are per the manuals for operator maintenance.
4. Ensure safety procedures are observed when accomplishing PM.
5. Identify deficiencies in PM program.
6. Initiate corrective action to resolve discrepancies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. Manufacturer's Operating Instructions
3. DOD 4145.19-R-1, Storage and Materials Handling

---

TASK: 3051.21.03 (CORE PLUS) PROVIDE INPUT ON FUNCTIONAL REQUIREMENTS FOR MILITARY WAREHOUSE CONSTRUCTION

CONDITION(S): Given information concerning a warehouse construction project, current workload records, Material Handling Equipment (MHE), custody and allowance lists, special tools allowances, and the references.

STANDARD(S): To provide recommendations for warehouse layout, warehouse work areas, MHE requirements, special tool requirements, and personnel utilization.

PERFORMANCE STEPS:

1. Determine optimum warehouse layout.
2. Identify warehouse work areas.
3. Determine MHE requirements.
4. Determine special tools requirements.
5. Determine personnel requirements.
6. Provide written recommendations using established Naval correspondence format.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: Sgt

REFERENCE(S):

1. MCO P4450.7\_, Marine Corps Warehousing Manual
2. SECNAVINST 5216.5\_, Correspondence Manual

---

TASK: 3051.21.04 (CORE PLUS) PREPARE WAREHOUSE PLANOGRAPH

CONDITION(S): Given building measurements, storage measurements, storage area purpose, storage container measurements, fire regulations, graph paper, and the references.

STANDARD(S): To show the utilization of all space and serve as a guide for a new warehouseman.

PERFORMANCE STEPS:

1. Determine measurements of warehouse to be drawn.
2. Identify the location of all poles, supports, and aisles.
3. Show row number and direction of travel on planograph.



4. Show bin and bulk storage locations.
5. Show office spaces and any permanent warehouse structures.
6. Ensure optimum utilization of available space.
7. Ensure receiving areas, shipping areas, cross aisles, main aisles, and fire aisles are clearly marked.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
  2. MCO P4450.7\_, Marine Corps Warehousing Manual
- 

TASK: 3051.21.05 (CORE) COMPUTE WAREHOUSE NET STORAGE SPACE AREA

CONDITION(S): Given a warehouse and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Obtain or make a map of the installation showing total warehouse area.
2. Develop a floor plan or planograph.
3. Establish storage space survey worksheets for each section.
4. Check total cubic feet and attainable cubic height.
5. Check occupied and unoccupied cubic feet.
6. Ensure that personnel follow the storage space survey sheet.
7. Update net storage space computations as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
- 

TASK: 3051.21.06 (CORE) MONITOR THE WAREHOUSE SPACE CONTROL SYSTEM

CONDITION(S): Given a copy of the warehouse space control system plan, current warehousing requirements, projected warehousing requirements, a planograph, and the references.

STANDARD(S): To ensure that the current warehouse space control system adhere to storage plan and is updated as required.

PERFORMANCE STEPS:

1. Ensure the warehouse space control system is in place.
2. Review warehouse space requirements.
3. Identify inadequacies in the control system.
4. Document modification to the plan.
5. Implement revised procedures.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7\_, Marine Corps Warehousing Manual

---

TASK: 3051.21.07 (CORE) ANALYZE MATERIAL HANDLING EQUIPMENT (MHE) REQUIREMENTS

CONDITION(S): Given workload forecast, a unit roster, storage facility limitations and requirements, and the references.

STANDARD(S): To maximize mission support.

PERFORMANCE STEPS:

1. Determine unit workload.
2. List personnel requirements.
3. List MHE requirements.
4. Develop schedules to maximize resources.
5. Ensure safety equipment and clothing are used.
6. Identify unsafe practices.
7. Initiate corrective action as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Sgt

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling

TASK: 3051.21.08 (CORE) SUPERVISE MATERIAL HANDLING EQUIPMENT (MHE) USAGE

CONDITION(S): Given MHE, personnel, and the reference.

STANDARD(S): To ensure the safe and efficient usage of MHE in accordance with the references.

PERFORMANCE STEPS:

1. Ensure all forklift and mule-train drivers have operator licenses.
2. Ensure the correct MHE is used to perform the assigned job.
3. Ensure scheduled maintenance is performed.
4. Conduct training for personnel concerning MHE equipment and safety procedures.
5. Ensure safety equipment and clothing are used.
6. Ensure ground guides are used in hazardous areas and/or with hazardous loads.
7. Supervise to prevent unsafe practices.
8. Conduct corrective action as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

---

TASK: 3051.21.09 (CORE) DETERMINE MATERIAL HANDLING EQUIPMENT (MHE) REQUIREMENTS

CONDITION(S): Given workload forecast, a unit roster, storage facility limitations and requirements, and the reference.

STANDARD(S): To determine personnel and MHE to best support mission requirements.

PERFORMANCE STEPS:

1. Determine unit workload.
2. List personnel requirements.
3. List MHE requirements.
4. Develop schedules to maximize resources.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling

DUTY AREA 22 - QUALITY CONTROL: NCO

TASK: 3051.22.01 (CORE PLUS) MAINTAIN SECURE STORAGE OF SMALL ARMS COMPONENTS

CONDITION(S): Given the requirement to store small arm components, a secure storage area, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine security requirements for small arm components.
2. Verify that a secure area for storage of small arms components is established in accordance with the references.
3. Ensure 100 percent verification of controlled/sensitive weapon components and serial numbers.
4. Establish priority on the material being handled in accordance with local SOP.
5. Ensure minimum movement of gear.
6. Establish timely and close coordination between transportation and security.
7. Maintain required documentation as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling

---

TASK: 3051.22.02 (CORE PLUS) MAINTAIN PROPER STORAGE OF MEDICAL SUPPLIES

CONDITION(S): Given medical supplies, storage facility, and the references.

STANDARD(S): To ensure positive control and accountability is maintained in accordance with the references.

PERFORMANCE STEPS:

1. Properly identify and mark medical supplies.
2. Match National Stock Number/National Item Identification Number (NSN/NIIN), unit of issue, and quantity with the paperwork.
3. Check for damaged medical supplies.
4. Check expiration dates for outdated medicines.
5. Store controlled items in secured areas.

6. Inspect controlled items as required.
7. Maintain positive control.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP
2. BUMEDINST 6700.16, Controlled Medical and Dental Material
3. UM 4400.123, FMF SASSY Management Unit Procedures
4. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3051.22.03 (CORE) PROCESS MAINTENANCE PART REQUEST FOR SUPPLY HELD ITEMS

CONDITION(S): Given the requirement to repair/replace components of end items stored in the supply warehouse, a maintenance order, a maintenance part request, SL-3/4 listing, Field Manuals as applicable, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Identify required parts/components.
3. Ensure a maintenance order is established.
4. Prepare maintenance part request.
5. Submit maintenance part request.
6. Monitor status until completed.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. TM 4700-15/1, Equipment Recording Procedure
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.124, SASSY Using Unit Procedures
4. UM 4790.5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Educate through distance learning

---

TASK: 3051.22.04 (CORE) PREPARE MAINTENANCE ORDER

CONDITION(S): Given the reference, a blank maintenance order, and an item requiring repair.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine the repair echelon of maintenance.
2. Provide a description of the work to be performed.
3. Prepare the maintenance order with all necessary information related to the item to be repaired.
4. Submit order to the MMO.
5. Track the order.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. TM 4700-15/1, Equipment Recording Procedure
2. UM 4400.124, SASSY Using Unit Procedures

ADMINISTRATIVE INSTRUCTIONS: Educate through distance learning.

DUTY AREA 23 - LOCATION SYSTEMS: NCO

TASK: 3051.23.01 (CORE PLUS) SUPERVISE LOCATION SURVEY PROCEDURES

CONDITION(S): Given access to storage area, locator deck, inventory sheets, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine requirement to perform a location survey.
2. Identify location to be surveyed.
3. Ensure location survey is accomplished in accordance with the references.
4. Adjust records as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling

---

TASK: 3051.23.02 (CORE) SUPERVISE EMBARKATION PROCEDURES

CONDITION(S): Given an embarkation order, required personnel, required materials, Material Handling Equipment (MHE), and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review embarkation order.
2. Determine embarkation procedures.
3. Supervise embarkation operation.
4. Identify deficiencies in operation.
5. Initiate corrective action.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. FMFM 4-2, Amphibious Embarkation
  2. MCO P4450.7\_, Marine Corps Warehousing Manual
-

MCO 1510.73C  
DRAFT

TASK: 3051.23.03 (CORE PLUS) STAGE SUPPLY MATERIAL

CONDITION(S): Given mount-out boxes, Material Handling Equipment (MHE), "ready-to-issue" material, a deployment order, and the references.

STANDARD(S): In a ready for deployment condition, in accordance with the references.

PERFORMANCE STEPS:

1. Inspect supplies to ensure they are properly prepared for shipment.
2. Notify higher authority of any discrepancies.
3. Stage supplies as directed.
4. Notify TMO, when directed, that material is ready for transfer.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.7\_, Marine Corps Warehousing Manual



DUTY AREA 24 - INVENTORY PROCEDURES: NCO

TASK: 3051.24.01 (CORE) PROVIDE INVENTORY CONTROL FOR PACKAGED OPERATIONAL RATIONS (PORS)

CONDITION(S): Given a requirement to maintain/issue PORS, NAVMC 708s, NAVMC 713s, miscellaneous adjustment transactions, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure secure storage of on hand PORS.
2. Conduct periodic inventories of PORS.
3. Account for PORS by date of pack and lot number.
4. Coordinate veterinary inspection of damaged or possibly contaminated PORS.
5. Issue PORS as directed.
6. Provide miscellaneous adjustment documentation for the accounting records.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCO 10110.40\_, Policy for Requisition, Issue and Control of Packaged Operational Rations, Accounting for Operational Rations
2. UM 4400.15, Organic Property Control

---

TASK: 3051.24.02 (CORE) PERFORM PERSONAL EFFECTS CONTROL PROCEDURES

CONDITION(S): Given the requirement to collect personal effects, personal effects, personal effects inventory form (NAVMC 10154), required storage materials, established control procedures, and the references.

STANDARD(S): Establish control procedures per the references.

PERFORMANCE STEPS:

1. Review references.
2. Verify that the inventory officer is on the current inventory board.
3. Review NAVMC 10154 for completeness and accuracy.
4. Ensure the inventory officer has certified the NAVMC 10154.
5. Ensure copy on inventory is placed inside each container.
6. Ensure Government property is recovered.

7. Ensure containers are clearly marked with member's name, grade, SSN, and status.
8. Seal all containers.
9. Log luggage tags into personal effects logbook.
10. Establish the personal effects case file.
11. Tag container with luggage tags.
12. Staple claim stubs to NAVMC 10154s.
13. Sign NAVMC 10154s to indicate receipt.
14. Store personal effects in secure areas.
15. Dispose of personal effects in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. JTR
2. Local SOP
3. MCO P3040.4\_, Marine Corps Casualty Processing Manual
4. MCO P4050.38\_, Personal Effects and Baggage Manual

---

TASK: 3051.24.03 (CORE) PERFORM UNIFORM RECOVERY FOR PERSONNEL DISCHARGED OTH

CONDITION(S): Given clothing to be recovered, NAVMC 631/631a and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review current MCBul 10120.
2. Use the NAVMC 631/631a.
3. Recover all clothing from individuals.
4. Annotate the NAVMC 631/631a.
5. Identify missing items.
6. Complete NAVMC 631/631a with required statement for missing items.
7. Obtain Commanding Officer's signature.
8. Deliver original to the Admin Section.
9. File copy of form.

10. Deliver uniform to the baggage claim center in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. MCO 10120, Marine Corps Clothing Regulations
  2. MCO P4050.38\_, Personal Effects and Baggage Manual
- 

TASK: 3051.24.04 (CORE PLUS) SUPERVISE INVENTORY OPERATIONS

CONDITION(S): Given an inventory listing, warehouse personnel, storage area, materials to be inventoried, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine cut-off date for receipt processing.
2. Determine dates for location verification and location consolidation.
3. Determine inventory dates.
4. Designate inventory teams.
5. Instruct personnel on inventory procedures.
6. Freeze LUBF/GABF records.
7. Establish an inventory count desk.
8. Perform count (1).
9. Perform count (2).
10. Perform count (3) on discrepant counts.
11. Compile inventory results.
12. Report inventory results to supervisor.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400.120, Asset Tracking for Logistics Supply System
3. UM 4400.123, FMF SASSY Management Unit Procedures

DUTY AREA 25 - RECEIVING MATERIALS: NCO

TASK: 3051.25.01 (CORE) MATERIALS AND EQUIPMENT DELIVERY AND RECEIPT

CONDITION(S): Given a processing location, transportation schedule, required warehouse personnel, incoming and outgoing materials, and the references.

STANDARD(S): To provide support for processing operations in accordance with the references.

PERFORMANCE STEPS:

1. Access delivery and receipt processes.
2. Identify deficiencies in processes.
3. Report deficiencies to higher authority.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400.123, FMF SASSY Management Unit Procedures
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3051.25.02 (CORE PLUS) PREPARE REPORT OF DISCREPANCY (ROD)

CONDITION(S): Given a blank ROD, items lost/damaged/destroyed in transit, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine quantity of items lost, damaged, or destroyed.
2. Determine unit price.
3. Calculate total price of item.
4. Determine National Stock Number/National Item Identification Number (NSN/NIIN) and nomenclature of item.
5. Determine whether the carrier, Traffic Management Office, or consignee is liable for damage or loss.
6. Provide description of problem.
7. Ensure ROD is complete and all required information noted.
8. Request assistance from supervisory personnel as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. UM 4400.124, SASSY Using Unit Procedures
  2. UM 4400.15, Organic Property Control
- 

TASK: 3051.25.03 (CORE PLUS) SUPERVISE RECEIVING OPERATIONS

CONDITION(S): Given access to a supply receiving area, required personnel, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review receipt procedures for prompt processing.
2. Review receipts to ensure data is correct.
3. Take corrective actions on all discrepancies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
  2. UM 4400.123, FMF SASSY Management Unit Procedures
  3. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3051.25.04 (CORE PLUS) SUPERVISE SHIPPING OPERATIONS

CONDITION(S): Given access to shipping area, required personnel, supplies for shipment, and the references.

STANDARD(S): To meet all specified requirement in accordance with the references.

PERFORMANCE STEPS:

1. Inspect packing to ensure it meets requirements.
2. Review administrative documents for completeness.
3. Inspect container markings for correctness.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II

MCO 1510.73C  
DRAFT

2. MIL STD 129, Military Standard Marking for Shipment and Storage
3. UM 4400.123, FMF SASSY Management Unit Procedures

Appendix E to  
ENCLOSURE (6)

DUTY AREA 26 - ISSUING MATERIAL: NCO

TASK: 3051.26.01 (CORE) SUPERVISE ISSUE OF INDIVIDUAL EQUIPMENT

CONDITION(S): Given access to issuing area, completed local form for individual issue, personnel performing issuing functions, and the references.

STANDARD(S): To ensure procedures are in accordance with the references.

PERFORMANCE STEPS:

1. Ensure that the local form for individual issue is complete.
2. Ensure that the local form for individual issue file is properly maintained.
3. Ensure that material is issued to authorized personnel only.
4. Verify automated system is update to accurately reflect all issues.
5. Ensure that the issue operation is conducted in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
2. UM 4400.123, FMF SASSY Management Unit Procedures
3. UM 4400.124, SASSY Using Unit Procedures

DUTY AREA 27 - WAREHOUSE OPERATIONS: NCO

TASK: 3051.27.01 (CORE PLUS) PREPARE ISSUE TRANSACTION DOCUMENT

CONDITION(S): Given a blank transaction document (DD Form 1348) and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine which DD Form 1348 is to be used for the transaction.
2. Fill in all vital information on DD Form 1348.
3. Ensure all information is clear and precise to include Nation Stock Number/National Item Identification Number (NSN/NIIN), unit of issue, and quantity.
4. Review DD Form 1348 for any discrepancies before submitting for authorization signature.
5. Submit DD 1348 for signature.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
2. UM 4400.124, SASSY Using Unit Procedures
3. UM 4400.15, Organic Property Control

ADMINISTRATIVE INSTRUCTIONS: Educate through distance learning

---

TASK: 3051.27.02 (CORE PLUS) SUPERVISE WAREHOUSE SAFETY PROGRAM

CONDITION(S): Given local safety instructions, personnel performing warehousing functions, a warehouse, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Enforce safety policy and rules.
2. Train personnel to avoid accidents.
3. Conduct accident information programs.
4. Ensure safety equipment and clothing are used.
5. Ensure that a fire prevention and protection program is established.
6. Ensure personnel are assigned to fire stations.



7. Ensure that a fire evacuation plan is established.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local SOP
  2. DOD 4145.19-R-1, Storage and Materials Handling
- 

TASK: 3051.27.03 (CORE PLUS) MAINTAIN WAREHOUSE PUBLICATIONS

CONDITION(S): Given access to warehouse publication files and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Identify required publications to unit S-1.
3. Inventory publications on hand.
4. Place deficiencies on order through unit S-1.
5. Incorporate changes in the publications as required.
6. Update publication listing as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P4400.150\_, Consumer Level Supply Manual
- 

TASK: 3051.27.04 (CORE PLUS) SUPERVISE STORAGE OPERATIONS

CONDITION(S): Given access to a storage area, personnel performing storage functions, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure all gear is maintained in a ready to issue status.
3. Ensure care in storage procedures are followed.
4. Ensure items are properly identified.

5. Ensure procedures are established.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
  2. DOD 4145.19-R-1, Storage and Materials Handling
  3. MCO P4450.7\_, Marine Corps Warehousing Manual
  4. UM 4400.123, FMF SASSY Management Unit Procedures
- 

TASK: 3051.27.05 (CORE) VERITY STOCK DENIALS

CONDITION(S): Given a stock denial, a locator deck, an operational warehouse, a location add/delete transaction (YLL/YLD) deck, the Master Header Information File (MHIF), and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Check the location and all adjacent locations.
2. Verify the National Stock Number/National Item Identification Number (NSN/NIIN) making sure the location and the NSN/NIIN were correctly written down.
3. Check the locator deck for additional locations.
4. Check pending YLL and YLD deck for other existing locations.
5. Check for NSN/NIIN change.
6. Submit record change transactions to the Warehouse/Operation Chief for data input.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Sgt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
  2. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3051.27.06 (CORE) SUPERVISE LOCATION ADDITION PROCEDURES

CONDITION(S): Given access to storage area, locator deck, inventory sheets, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Brief personnel on procedures.
2. Pass out material to designated personnel.
3. Assess the operation to determine procedural deficiencies.
4. Initiate corrective action to resolve deficiencies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
2. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3051.27.07 (CORE) SUPERVISE LOCATION CONSOLIDATION PROCEDURES

CONDITION(S): Given access to storage area, locator deck, inventory sheets, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure that location consolidation worksheets are established.
2. Instruct personnel on location consolidation procedures.
3. Ensure that location consolidation reports are complete and verified.
4. Observe location consolidation procedures to determine procedural discrepancies.
5. Initiate corrective action to resolve discrepancies as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. UM 4400.123, FMF SASSY Management Unit Procedures
3. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3051.27.08 (CORE PLUS) SUPERVISE WAREHOUSE SECURITY PROCEDURES

CONDITION(S): Given a storage facility, established security procedures, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review the established security procedures.
3. Identify any new security requirements.
4. Update the security procedures, as required.
5. Ensure the security procedures are enforced.
6. Notify supervisor of deficiencies or violations as they occur.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
  2. DOD 4145.19-R-1, Storage and Materials Handling
- 

TASK: 3051.27.09 (CORE) SUPERVISE CARE IN STORAGE PROCEDURES

CONDITION(S): Given a storage facility, materials, required personnel, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Instruct personnel in the requirement for care in storage of materials.
2. Ensure that a policy for care of materials in storage exists.
3. Establish inspection objectives, responsibilities, basic care of supplies in storage (COSIS) program actions, and special considerations in care of stored material.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
  2. DOD 4145.19-R-1, Storage and Materials Handling
- 

TASK: 3051.27.10 (CORE PLUS) FORMULATE SUPPORT REQUIREMENTS FOR DEPLOYED UNITS

CONDITION(S): Given an alpha roster, mobilization order, area of deployment, expected time of deployment, size of mobilization unit, supply requirement data, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine MHE requirements.
2. Determine transportation requirements.
3. Determine warehouse personnel requirements.
4. Determine administrative personnel requirements.
5. Submit the above information to higher authority.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
2. FMFM 4-1, Combat Service Support Operations

---

TASK: 3051.27.11 (CORE) ESTABLISH FIELD SUPPLY BEACH AND PORT STATION

CONDITION(S): Given information on field site, availability of "ready-to-issue" supplies, Material Handling Equipment (MHE) requirements, personnel strength reports, and the references.

STANDARD(S): To support the mission and in accordance with the references.

PERFORMANCE STEPS:

1. Review deployment order.
2. Review all supply allowance, mission size, equipment requirements, and personnel strength.
3. Determine field supply beach and port station requirements.
4. Establish station requirements to maximize use of terrain for cover and concealment, as applicable.
5. Assess access routes.
6. Assess security requirements.
7. Ensure proper storage procedures are followed.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. FMFM 4-2, Amphibious Embarkation

3. MCO P4450.7\_, Marine Corps Warehousing Manual

---

TASK: 3051.27.12 (CORE PLUS) BREAK DOWN FIELD WAREHOUSE

CONDITION(S): Given a movement order, required personnel, Material Handling Equipment, breakdown assignment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review movement order.
2. Palletize supplies and equipment.
3. Provide a manifest of gear to be shipped.
4. Account for all material.
5. Disassemble structures.
6. Secure mount-out boxes.
7. Mark all containers.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
  2. MCO P4450.7\_, Marine Corps Warehousing Manual
- 

TASK: 3051.27.13 (CORE PLUS) SUPERVISE WAREHOUSE MODERNIZATION PROCEDURES

CONDITION(S): Given access to a warehouse, storage areas, modernization plans, modernization procedures, equipment requirements, and the references.

STANDARD(S): To facilitate modernization as directed by the references.

PERFORMANCE STEPS:

1. Review warehouse modernization plan.
2. Observe warehouse modernization procedures.
3. Coordinate changes as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP

2. NAVSUP Publication 529
3. DOD 4145.19-R-1, Storage and Materials Handling

---

TASK: 3051.27.14 (CORE PLUS) PREPARE MANAFEST FOR MOUNT OUT MATERIALS

CONDITION(S): Given supplies, containers for storage, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Establish a location system for the containers.
2. Verify NSN match locations.
3. Provide listing of all NSN/NIIN with matching locations.
4. Place a copy of listing inside the container.
5. Mark grouping designations on the outside of each container.5. Mark grouping designations on the outside of each container.
6. Record the grouping designation on the appropriate records.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations
2. FMFM 4-2, Amphibious Embarkation
3. MCO P4450.7\_, Marine Corps Warehousing Manual

MCO 1510.73C  
DRAFT

DUTY AREA 41 - FACILITIES AND EQUIPMENT: SNCO

Appendix E to  
ENCLOSURE (6)



DUTY AREA 42 - QUALITY CONTROL: SNCO

DUTY AREA 43 - LOCATION SYSTEMS: SNCO

TASK: 3051.43.01 (CORE) RECOMMEND LOCATION FOR FIELD WAREHOUSE

CONDITION(S): Given a map and/or photograph of several possible field warehouse locations, data on quantity, type and size of supplies, and the references.

STANDARD(S): To best meet mission requirements.

PERFORMANCE STEPS:

1. Review supply related data.
2. Review map/photo of possible field warehouse locations.
3. Assess terrain.
4. Assess amount of cover.
5. Assess accessability.
6. Assess warehouse size requirements.
7. Assess security requirements.
8. Recommend location that best meets unit requirements.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling
3. FMFM 4-1, Combat Service Support Operations
4. FMFM 4-2, Amphibious Embarkation
5. MCO P4450.7\_, Marine Corps Warehousing Manual

---

TASK: 3051.43.02 (CORE) ESTABLISH FIELD WAREHOUSE

CONDITION(S): Given access to field warehouse, "ready-for-issue" materials, Material Handling Equipment (MHE), warehouse personnel, and the references.

STANDARD(S): To provide the best possible to support for the mission.

PERFORMANCE STEPS:

1. Review deployment order.
2. Review personnel and material handling equipment.
3. Determine field area for storage.

4. Establish field warehouse to maximize use of terrain for cover and concealment, as applicable.
5. Assess access routes.
6. Assess security requirements.
7. Ensure proper storage procedures are followed.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: SSgt

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling
3. FMFM 4-1, Combat Service Support Operations
4. FMFM 4-2, Amphibious Embarkation
5. MCO P4450.7\_, Marine Corps Warehousing Manual

DUTY AREA 44 - INVENTORY PROCEDURES

TASK: 3051.44.01 (CORE) REPORT INVENTORY DISCREPANCIES

CONDITION(S): Given a local form, inventory discrepancies list, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Ensure the report includes all items and NSN/NIIN.
2. Verify the NSN/NIIN.
3. Verify the nomenclature for each NSN/NIIN.
4. Ensure the quantities are correct.
5. Report discrepancies to the next higher authority in accordance with local SOP.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: SSgt

REFERENCE(S):

1. Local SOP
2. SECNAVINST 5216.5\_, Correspondence Manual

DUTY AREA 45 - RECEIVING MATERIALS: SNCO

MCO 1510.73C  
DRAFT

DUTY AREA 46 - ISSUING MATERIALS: SNCO

Appendix E to  
ENCLOSURE (6)

DUTY AREA 47 - WAREHOUSE OPERATIONS: SNCO

TASK: 3051.47.01 (CORE PLUS) ESTABLISH WAREHOUSE SECURITY PROCEDURES

CONDITION(S): Given the reference, access to a warehouse, and a list of items stocked in the warehouse.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine security requirements for each item.
2. Identify required physical security measures for Small Arms Serialization Program (SASP) and sensitive materials to be stored.
3. Ensure that all unauthorized personnel are escorted in areas where Government property is stored.
4. Ensure that items of high dollar value and weapons parts are kept in a safe or controlled area.
5. Establish a security checklist and access roster.
6. Educate all warehouse personnel on security procedures.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling

---

TASK: 3051.47.02 (CORE) SUPERVISE TRAINING OF SUPPLY PERSONNEL

CONDITION(S): Given supply personnel with varying degrees of technical proficiency, a unit training plan, personnel training records, training schedule, and the references.

STANDARD(S): To meet appropriate standards for skill levels and occupational specialty as provided by the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine technical knowledge deficiencies of unit supply personnel.
3. Determine On-the-Job and sustainment training requirements by grade and MOS.
4. Identify method of training.
5. Develop training aids as required.
6. Establish a training schedule by topic.

7. Supervise the preparation of lesson plans.
8. Assign personnel to conduct training, by topic.
9. Maintain lesson plans.
10. Conduct sustainment training using published training standards.
11. Encourage use of self-directed study and assist in providing resources.
12. Monitor correction of technical knowledge deficiencies through observation and required counseling.
13. Conduct periodic reviews of training records to ensure proper training sustainment.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 1510.73\_, Individual Training Standards for OccField 30XX
2. MCO 1553.3, Marine Corps Unit Training Management
3. MCO 1610.12, USMC Counseling Program
4. MCO P4400.150\_, Consumer Level Supply Manual
5. MCO P4400.151\_, Intermediate Level Supply Management Policy Manual
6. SAT USER'S GUIDE, Systems Approach to Training
7. SECNAVINST 5215.5, Records Retention and Disposition
8. SECNAVINST 5216.5\_, Correspondence Manual
9. UM 4400-60, Material Returns Program
10. UM 4400.123, FMF SASSY Management Unit Procedures
11. UM 4400.124, SASSY Using Unit Procedures
12. UM 4400.15, Organic Property Control

---

TASK: 3051.47.03 (CORE) PROVIDE REQUIRED SUSTAINMENT FOR A DEPLOYING FORCE

CONDITION(S): Given a deploying force, sustainment requirements, an equipment density list inducted into the Deployment Support Package Guide (DSPG) package, Time Phase Force Deployment Data (TPFDD), and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.



2. Obtain sustainment requirements from the deploying force.
3. Review lift allotment for deployment.
4. Report any discrepancy between lift allotment and sustainment requirements.
5. Determine impact on sustainment based upon requirements of deploying force.
6. Source sustainment needs of the deploying force.
7. Fill all backorders resulting from shortfalls as required.
8. Establish and execute rollback at completion of operations.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: SSgt

REFERENCE(S):

1. Local SOP
  2. MCO P3000.18, Marine Corps Planner's Manual
- 

TASK: 3051.47.04 (CORE) DEVELOP SUPPLY SUPPORT PLANS FOR COMBAT SERVICE SUPPORT

CONDITION(S): Given available supplies, transport capabilities, established supply priorities, and the references.

STANDARD(S): In support of the mission and in accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review the operation plan.
3. Evaluate the supportability of the operation plan and make recommendations as required.
4. Review support priorities as established by higher echelons.
5. Coordinate supply plan with available resources and higher echelons.
6. Establish guidelines in support of supply plan for issue, storage and transportation of all classes of supplies, as required.
7. Ensure compliance with the references, mission objective, and concept of operations.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Local SOP
2. FMFM 4-1, Combat Service Support Operations

MCO 1510.73C  
DRAFT

3. MCO 4400.16\_, Uniform Material Movement Issue and Priority System

Appendix E to  
ENCLOSURE (6)

MOS 3052, PACKAGING SPECIALIST

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS: E1 TO E3

TASK: 3052.01.01 (CORE) RESEARCH PUBLICATIONS, DIRECTIVES, AND CORRESPONDENCE TO IDENTIFY HAZARDOUS MATERIAL

CONDITION(S): Given a listing of research material for classification, suspected hazardous material, and the references.

STANDARD(S): To ensure all hazardous materials are identified by the proper nomenclature.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile listing of material against research material.
3. Determine unit stockage of hazardous material.
4. List hazardous material by proper nomenclature.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. CFR TITLE 29, Occupational Safety & Health Standards for General Industry (1910)
2. IATA, International Air Transportation Association
3. ICAO, International Civil Aviation Organization
4. IMDG, International Maritime Dangerous Goods
5. MCO P4030.19\_, Preparation of Hazardous Material for Military Air Shipments

MCO 1510.73C  
DRAFT

DUTY AREA 02 - PERSONNEL MANAGEMENT: E1 TO E3

Appendix F to  
ENCLOSURE (6)

DUTY AREA 03 - OPERATIONAL FUNCTIONS: E1 TO E3

MCO 1510.73C  
DRAFT

DUTY AREA 04 - CONTAINER MANUFACTURING: E1 TO E3

Appendix F to  
ENCLOSURE (6)

DUTY AREA 05 - MATERIAL PRESERVATION AND PACKAGING: E1 TO E3

TASK: 3052.05.01 (CORE) PERFORM PARTIAL DISASSEMBLY OF COMPONENTS FOR PRESERVATION AND PACKAGING

CONDITION(S): Given items requiring partial disassembly and the references.

STANDARD(S): To ensure that items is disassembled to the point where further disassembly would require special skills or tools in accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Disassemble item.
4. Ensure all parts are kept with the item.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packing Material Preservation, Vol. I
3. MCO P4030.36\_, USMC Packaging Manual
4. MIL STD 2073.1C, Standard Practice for Military Packing

---

TASK: 3052.05.02 (CORE) PERFORM C-1 (ANY APPLICABLE PROCESS) CLEANING PROCESS

CONDITION(S): Given items requiring cleaning and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Select the cleaning process to be used.
3. Wear appropriate safety equipment.
4. Clean the item to meet the five basic cleaning requirements.
5. Test for cleanliness.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I

2. MCO P4030.31D, Packing Material Preservation, Vol. I
3. MIL STD 2073.1C, Standard Practice for Military Packing

---

TASK: 3052.05.03 (CORE) PERFORM C-3 (SOLVENT) CLEANING PROCESS

CONDITION(S): Given an item with a light grease or oil, two cleaning solvent tanks, and the references.

STANDARD(S): To ensure that item is free of all grease and oil in accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Immerse item in the solvent cleaning tank placing it in position for the most effective washing action.
4. Agitate the item thoroughly for complete cleaning.
5. Use a brush where necessary to remove heavy contaminant.
6. Remove clean item from tank and allow complete drainage.
7. Immerse item in second tank (rinse tank) and agitate, as necessary.
8. Remove from rinse tank and place on tray to thoroughly drain.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packing Material Preservation, Vol. I

---

TASK: 3052.05.04 (CORE) PERFORM C-5 SOLVENT CLEANING FOLLOWED BY FINGERPRINT REMOVAL

CONDITION(S): Given an item with light grease or oil, critical functioning surfaces or close tolerances, and the reference.

STANDARD(S): To ensure all grease, oil, perspiration, fingerprints, and contaminants will be removed from the item in accordance with the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Wear appropriate safety equipment.



3. Immerse item in the solvent cleaning tank, placing it in a position to receive the most effective washing action.
4. Agitate the item thoroughly for complete cleaning.
5. Use a brush where necessary to remove heavy contaminant.
6. Remove clean item from tank and allow complete drainage.
7. Immerse item in second tank (rinse tank) and agitate, as necessary.
8. Remove from rinse tank and place on tray to thoroughly drain.
9. Immerse item in perspiration and fingerprint removal compound.
10. Agitate the item for 2 to 3 minutes.
11. Remove item from fingerprint removal compound and allow drainage.
12. Immerse item in second tank containing uncontaminated dry cleaning solvent or paint thinner and rinse thoroughly.
13. Drain and dry the items.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I

---

TASK: 3052.05.05 (CORE) PERFORM C-8 (PERSPIRATION AND FINGERPRINT REMOVAL) CLEANING PROCESS

CONDITION(S): Given items with critical functioning surfaces or close tolerances and the references.

STANDARD(S): To ensure that all perspiration, fingerprints, and contaminants are removed from the item.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Immerse items in perspiration and fingerprint removal compound.
4. Agitate the items for 2 to 3 minutes.
5. Remove items from fingerprint removal compound and allow drainage.
6. Immerse items in second tank containing uncontaminated dry cleaning solvent and paint thinner and rinse thoroughly.
7. Drain and dry the items.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
  2. MCO P4030.31D, Packaging Material Preservation, Vol. I
- 

TASK: 3052.05.06 (CORE) PERFORM C-9 (ALKALINE) CLEANING PROCESS

CONDITION(S): Given an item having a noncritical surface, oily and heavy waxes, an alkaline solution cleaning tank, a hot water cleaning tank, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Immerse item in alkaline solution at 205 to 210 degrees Fahrenheit.
4. Remove item from alkaline solution and immerse item in a hot water rinse of 180 to 210 degrees Fahrenheit.
5. Rinse and let item drain.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
  2. MCO P4030.31D, Packaging Material Preservation, Vol. I
- 

TASK: 3052.05.07 (CORE) PERFORM C-12 (EMULSION) CLEANING PROCESS

CONDITION(S): Given an item with oil-soluble and/or water-soluble contaminants, spray washer, and the references.

STANDARD(S): To ensure the item is free of contaminants.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Load the item so that sprayed emulsion will reach all surfaces that are to be cleaned.
4. Pass items through or suspend them in emulsion spray zone.

5. Check results of cleaning and readjust spray nozzles as necessary in order to ensure effective cleaning.
6. Follow the pressure spraying by thorough immersion rinsing in clean hot water (180 F).
7. If equipment does not have an automatic blowoff, dry items with clean compressed air or other approved drying procedure.
8. Inspect for cleanliness and test as necessary.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
  2. MCO P4030.31D, Packing Material Preservation, Vol. I
- 

TASK: 3052.05.08 (CORE) PERFORM C-14 (STEAM) CLEANING PROCESS

CONDITION(S): Given an item too large to be soaked in tanks or conveyed through spraying machines, required equipment, and the reference.

STANDARD(S): To ensure all oils, greases, and other deposits are removed from items.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Prepare cleaner for operations by checking assembly, water supply, electrical source, fuel supply, proper lubrication and position of all valves, open or closed, as required.
4. Start the jet cleaner.
5. Direct cleaning gun discharge assembly to the item requiring cleaning.
6. Shut off the flow soap concentrate and turn gun control handle from vapor to rinse. Open soap control valve 1/8th turn from closed position to allow a small amount of soap solution to flow and thus prevent heating coil restriction.
7. Rinse item with clean high-pressure steam until residue has been removed.
8. Shut off steam unit.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packing Material Preservation, Vol. I

TASK: 3052.05.09 (CORE) PERFORM C-15 (ABRASIVE BLAST) CLEANING PROCESS

CONDITION(S): Given an item with solid, tightly adhering contaminants requiring cleaning, an abrasive cleaner, and the reference.

STANDARD(S): To ensure the item is free of contaminants.

PERFORMANCE STEPS:

1. Review the reference.
2. Wear appropriate safety equipment.
3. Mask off any portions of item that must not be blasted.
4. Direct the stream of abrasive at a 90-degree angle to work surface and move nozzle only as fast as the surface is cleaned.
5. Blowoff with compressed air or rinse in an inhibited cleaning solution.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
  2. MCO P4030.31D, Packing Material Preservation, Vol. I
- 

TASK: 3052.05.10 (CORE) PERFORM C-17 (SOFT GRIT BLAST) CLEANING PROCESS

CONDITION(S): Given an item with a light coat of rust or scale on its surface, a soft grit blasting machine, and the references.

STANDARD(S): To ensure that item is clean and free of rust or scale.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Place item on table, in tumbler or in baskets, depending on its size.
4. Place arms through rubber sleeve opening in blaster.
5. Hold item in one hand while blasting. Direct the blasting stream with the other.
6. Remove cleaned item from cabinet and dip it in a tank of corrosion inhibited rinse water.
7. Dry the item as soon as possible after rinsing.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packaging Material Preservation, Vol. I

---

TASK: 3052.05.11 (CORE) PERFORM D-1 (PREPARED COMPRESSED AIR) DRYING PROCEDURES

CONDITION(S): Given items cleaned with solvent, a compressed air machine, and the references.

STANDARD(S): Ensure that item is free of contaminants.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Adjust the air pressure to 30 pounds per square inch.
4. Apply the compressed air to the surfaces of the item.
5. Ensure solvent is evaporated by compressed air.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packaging Material Preservation, Vol. I

---

TASK: 3052.05.12 (CORE) PERFORM D-2 (OVEN) DRYING PROCEDURES

CONDITION(S): Given items cleaned with solvent, an oven, and the references.

STANDARD(S): To ensure that item is free of contaminants.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Place items in basket or on a rack in oven.
4. Set proper oven temperature.
5. Remove dry item from oven.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packaging Material Preservation, Vol. I

---

TASK: 3052.05.13 (CORE) PERFORM D-3 (INFRARED LAMP) DRYING PROCEDURES

CONDITION(S): Given items previously cleaned, an infrared cabinet, and the references.

STANDARD(S): To ensure that the item is dry and free of contaminants.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Place items on conveyer or monorail for passage through infrared cabinet.
4. Adjust the speed of the conveyer so that items are dry upon exit of cabinet.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packaging Material Preservation, Vol. I

---

TASK: 3052.05.14 (CORE) PERFORM D-4 (WIPING) DRYING PROCEDURES

CONDITION(S): Given an item previously cleaned, a lint free cloth, and the references.

STANDARD(S): To ensure the item is dry and lint free.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Use clean lint-free, dry cloth to wipe off cleaner residues until surfaces are apparently dry.
4. Change to fresh, clean, dry lint-free cloths, and polish until assured of a thoroughly dried surface.
5. Discard wiping cloths when they become saturated or soiled.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packing Material Preservation, Vol. I

---

TASK: 3052.05.15 (CORE) PERFORM D-5 (DRAINING) DRYING PROCEDURES

CONDITION(S): Given items cleaned with a petroleum solvent requiring preservation, a drain rack, barrier material, neutral papers, cushioning materials, rigid metal containers, marking equipment, and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Wear appropriate safety equipment.
3. Remove the items from cleaning tank and place on rack to drain.
4. Check items surfaces.
5. Apply contact preservative as required.
6. Wrap items in initial barrier.
7. Cushion items and place in container.
8. Place lid on container and seal.
9. Vacuum pack, if required.
10. Mark container to identify contents.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.36\_, USMC Packaging Manual

---

TASK: 3052.05.16 (CORE) PERFORM METHOD 10 (MECHANICAL OR PHYSICAL PROTECTION ONLY) PRESERVATION

CONDITION(S): Given items requiring method 10 preservation, ties and binders, wrapping materials, cushioning materials, blocking and bracing materials, containers, tapes and labels, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Determine if method 10 preservation is correct.
4. Select materials needed.
5. Package item.
  - a. Ensure item is protected from scratching, abrading, chipping or marring
  - b. Utilize blocking and bracing measures to counteract the effects of falls, blows, and carrier hazards
6. Inspect package.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packing Material Preservation, Vol. I
3. MIL STD 2073.1C, Standard Practice for Military Packing
4. MIL STD 2073.1D, Standard Practice for Military Packing

---

TASK: 3052.05.17 (CORE) PERFORM METHOD 31 (WATERPROOF BAG, SEALED) PRESERVATION

CONDITION(S): Given clean, dry items requiring preservation, greaseproof barrier material, neutral papers, cushioning materials, bags, marking equipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Ensure items have contact preservative applied.
4. Support items with fiberboard.
5. Wrap supported items in barrier material.
6. Insert wrapped items in waterproof bag.
7. Exhaust excess air from bag to the minimum.



8. Heat-seal the bag.
9. Mark the bag to indicate its contents.
10. Identify completed pack.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packing Material Preservation, Vol. I

---

TASK: 3052.05.18 (CORE PLUS) PERFORM METHOD 32 (CONTAINER ENCLOSED IN WATERPROOF BAG, SEALED) PRESERVATION

CONDITION(S): Given clean, dry items requiring preservation, greaseproof barrier material, neutral papers, cushioning materials, bags, marking equipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Ensure items have contact preservative applied.
4. Wrap items in barrier material.
5. Cushion items and place in container.
6. Insert in waterproof bag.
7. Exhaust excess air from bag to the minimum.
8. Heat-seal the bag.
9. Mark the bag to indicate its contents.
10. Identify unit pack.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
  2. MCO P4030.31D, Packing Material Preservation, Vol. I
-

TASK: 3052.05.19 (CORE) PERFORM METHOD 33 (GREASEPROOF, WATERPROOF BAG, SEALED)  
PRESERVATION

CONDITION(S): Given clean, dry items requiring preservation, neutral papers, cushioning materials, greaseproof/waterproof bags, marking equipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Ensure items have contact preservative applied.
4. Wrap cleaned and preserved items in neutral paper.
5. Cushion items.
6. Insert in waterproof/greaseproof bag.
7. Exhaust excess air from bag to the minimum.
8. Heat seal bag.
9. Mark the bag to indicate its contents.
10. Identify the completed pack.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packing Material Preservation, Vol. I

---

TASK: 3052.05.20 (CORE PLUS) PERFORM METHOD 41 (WATER-VAPORPROOF BAG, SEALED)  
PRESERVATION

CONDITION(S): Given clean, dry items requiring preservation, barrier material, neutral papers, cushioning materials, rigid metal containers, marking equipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Ensure items have contact preservative applied.

4. Wrap cleaned and preserved items in neutral paper.
5. Cushion items.
6. Insert items in bag.
7. Exhaust excess air from bag to the minimum.
8. Heat seal bag.
9. Mark the bag to indicate its contents.
10. Identify the completed pack.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packing Material Preservation, Vol. I

---

TASK: 3052.05.21 (CORE) PERFORM METHOD 42 (CONTAINER, BAG, SEALED) PRESERVATION

CONDITION(S): Given clean, dry items requiring preservation, barrier material, neutral papers, cushioning materials, bags, cartons, boxes, marking equipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Ensure items have contact preservative applied.
4. Wrap cleaned and preserved items in neutral paper.
5. Cushion items.
6. Insert items in bag.
7. Exhaust excess air from bag to the minimum.
8. Heat seal bag.
9. Mark the bag to indicate its contents.
10. Identify the completed pack.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packing Material Preservation, Vol. I

---

TASK: 3052.05.22 (CORE) PERFORM METHOD 43 (FLOATING WATERPROOF BAG, SPILLED)  
PRESERVATION

CONDITION(S): Given clean, dry items requiring preservation, barrier material, neutral papers, cushioning materials, gasket material, bags, marking equipment, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Ensure items have contact preservative applied.
4. Wrap items in barrier material.
5. Drill holes for mounting base.
6. Place mounting bolts, locate gaskets, and seal with adhesives.
7. Cut barrier and seal bolt openings and gaskets with adhesive.
8. Add cushioning material and mount items to base.
9. Secure cushioning material around items.
10. Heat seal the water-vapor-proof barrier.
11. Leave small opening for air removal.
12. Remove excess air and make final seal to complete pack.
13. Place items in outer container for shipping.
14. Mark container with contents.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packing Material Preservation, Vol. I

**TASK:** 3052.05.23 (CORE) PERFORM METHOD 44 (RIGID CONTAINER OTHER THAN ALL METAL, SEALED) PRESERVATION

**CONDITION(S):** Given clean, dry items requiring preservation, barrier material, neutral papers, cushioning materials, rigid containers, marking equipment, and the references.

**STANDARD(S):** In accordance with the references.

**PERFORMANCE STEPS:**

1. Review the references.
2. Wear appropriate safety equipment.
3. Ensure items have contact preservative applied.
4. Wrap items in barrier material.
5. Cushion items.
6. Place items in container.
7. Seal container.
8. Mark container with contents.
9. Identify completed unit pack.

**INITIAL TRAINING SETTING:** MOJT Sustainment: 12 Req By: Pvt

**REFERENCE(S):**

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packing Material Preservation, Vol. I

---

**TASK:** 3052.05.24 (CORE PLUS) PERFORM METHOD 51 (CUSHIONED ITEM, WATERPROOF BAG, SEALED) PRESERVATION

**CONDITION(S):** Given clean, dry preserved items requiring storage in a low humidity environment, neutral barrier material, cellulose wadding, bags, marking equipment, and the references.

**STANDARD(S):** In accordance with the references.

**PERFORMANCE STEPS:**

1. Review the references.
2. Wear appropriate safety equipment.
3. Prevent direct contact between the item and any wood or other hydroscopic material by applying wrappings of Grade A, MIL-B-121, QQ-A-1876 over contact points.

DRAFT

4. Wrap clean items in neutral barrier.
5. Cushion wrapped items.
6. Insert items and desiccant in water-vapor-proof bag.
7. Leave sufficient material at the top of the bag to permit resealing at least twice.
8. Insert humidity indicator.
9. Ensure desiccant bags do not touch critical surfaces of item.
10. Exhaust excess air from bag and heat seal.
11. Identify and apply method II label to completed pack.
12. Inspect the package to ensure there are no leaks.
13. Ensure that the preservation is accomplished in one continuous operation in the shortest possible time.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packing Material Preservation, Vol. I

---

TASK: 3052.05.25 (CORE) PERFORM METHOD 52 (CONTAINER, WATERPROOF BAG, SEALED, CONTAINER) PRESERVATION

CONDITION(S): Given items which have received method IIE (container, bag, sealed), outer containers, marking equipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Determine appropriately sized outer container.
4. When wooden boxes are used, they shall be lined with heavy kraft paper to prevent chaffing of the water-vapor-proof barrier.
5. Fiberboard containers will conform to weather-resistant class or grade of PPP-B-636 or PPP-B-640.
6. Insert water-vaporproof bag in outer container.
7. Seal outer container.

Appendix F to  
ENCLOSURE (6)

8. Ensure barrier material is not damaged when container is sealed.
9. Apply identification and method II labels to completed package.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packing Material Preservation, Vol. I

---

TASK: 3052.05.26 (CORE PLUS) PERFORM METHOD 53 (FLOATING WATERPROOF BAG, SEALED) PRESERVATION

CONDITION(S): Given clean, dry, preserved items requiring storage in a low humidity environment, bags, marking equipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Prevent direct contact between the item and any wood or other hydroscopic material by applying wrappings of Grade A, MIL-B-121, QQ-A-1876 over contact points.
4. Prepare mounting base and floating barrier.
5. Seal gasket openings around mounting bolts.
6. Place items on mounting base and secure bolts.
7. Cushion projections attach desiccant and humidity indicator.
8. Ensure desiccant bags do not touch critical surfaces of item.
9. Seal barrier except for an opening to exhaust air.
10. Leave sufficient material at the top of the bag to permit resealing at least twice.
11. Extract excess air from bag, using care not to rupture barrier.
12. Make final heat seal to close barrier.
13. Seal flaps, identify, and attach method II label to complete unit pack.
14. Pack item in suitable outer container for shipping.
15. Inspect the package to ensure there are no leaks.

16. Ensure that the preservation is accomplished in one continuous operation in the shortest possible time.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packing Material Preservation, Vol. I

---

TASK: 3052.05.27 (CORE) PERFORM METHOD 54 (RIGID CONTAINER OTHER THAN ALL METAL, SEALED) PRESERVATION

CONDITION(S): Given clean, dry items requiring preservation, barrier material, neutral papers, cushioning material, rigid containers, desiccant, marking equipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Ensure items have contact preservative applied.
4. Prevent direct contact between the item and any wood or other hygroscopic material by applying wrappings of Grade A, MIL-B-121, QQ-A-1876 over contact points.
5. Wrap items in barrier material.
6. Cushion items.
7. Place items in container.
8. Add desiccant and humidity indicator.
9. Ensure desiccant bags do not touch critical surfaces of item.
10. Seal container.
11. Mark container with contents.
12. Identify completed unit pack.
13. Ensure that the preservation is accomplished in one continuous operation in the shortest possible time.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):



1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packing Material Preservation, Vol. I
3. MIL STD 2073.1C, Standard Practice for Military Packing

---

TASK: 3052.05.28 (CORE) PERFORM METHOD 55 (RIGID METAL CONTAINER, SEAL D) PRESERVATION

CONDITION(S): Given clean, dry preserved items requiring storage in a low humidity environment, barrier material, cushioning material, rigid metal containers with machine seamed closures or reusable gasket closures, marking equipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Ensure items have contact preservative applied.
4. Prevent direct contact between the item and any wood or other hydroscopic material by applying wrappings of Grade A, MIL-B-121, QQ-A-1876 over contact points.
5. Mount clean items to a suitable base.
6. Extra care will be taken to ensure sufficient impact protection.
7. Secure desiccant bags in position.
8. Ensure desiccant bags do not touch critical surfaces of item.
9. Locate humidity indicator on top bracing, insert items in reusable container.
10. Seal rubber gasket firmly in lid and place on container.
11. Position locking ring and fasten with nut and bolt.
12. Tap locking ring lightly as nut is being tightened.
13. Inspect the container to ensure there are no leaks.
14. Identify and seal with tamper proof seal.
15. Ensure that the preservation is accomplished in one continuous operation in the shortest possible time.
16. Ensure the interval between the opening of the container and the final sealing is kept as short as possible.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4030.31D, Packing Material Preservation, Vol. I

---

TASK: 3052.05.29 (CORE PLUS) PERFORM LEVEL A PACKAGING

CONDITION(S): Given items requiring level A packaging, required tools, materials, and the references.

STANDARD(S): To protect items against direct exposure to extremes of climate, terrain, operational, and transportation environment without protection other than provided by the pack as in accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine type of packing.
3. Determine the materials needed.
4. Perform level A pack.
5. Inspect final product to ensure compliance with the standard.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II
2. MCO P4030.31C, Packaging Material Packing, Vol. I
3. MCO P4030.31D, Packing Material Preservation, Vol. I
4. MCO P4030.36\_, USMC Packaging Manual

---

TASK: 3052.05.30 (CORE PLUS) PERFORM LEVEL B PACKAGING

CONDITION(S): Given items requiring level B packaging, required tools, materials, and the references.

STANDARD(S): To protect items against physical damage and deterioration during favorable conditions of shipment, handling, and storage, in accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine type of packing.

3. Determine materials needed.
4. Perform level B pack.
5. Inspect final product to ensure compliance with the standard.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II
  2. MCO P4030.36\_, USMC Packaging Manual
- 

TASK: 3052.05.31 (CORE PLUS) PERFORM LEVEL C PACKAGING

CONDITION(S): Given items requiring level C packaging and the references.

STANDARD(S): To protect items against physical damage and deterioration during the most favorable shipment and storage conditions in accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure minimum protection is acceptable.
3. Determine type of packing.
4. Determine materials needed.
5. Perform level C pack.
6. Inspect final product to ensure compliance with the standard.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II
  2. MCO P4030.31C, Packaging Material Packing, Vol. I
  3. MCO P4030.36\_, USMC Packaging Manual
- 

TASK: 3052.05.32 (CORE PLUS) PERFORM ELECTROSTATIC DISCHARGE PACKAGING

CONDITION(S): Given items to be packaged, working area, materials, and the references.

STANDARD(S): To prevent the buildup of static charge in packed items in accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Wear appropriate safety equipment.
3. Inspect gear.
4. Prepare area.
5. Select materials.
6. Pack gear.
7. Inspect final product.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MIL E 17555
2. MIL HDBK 263\_, Electrostatic Discharge Control handbook for Protection of Electrical and Electronic Parts
3. MIL HDBK 773, Military Handbook, Electrostatic Discharge Protective Packaging
4. MIL STD 1686, Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies

---

TASK: 3052.05.33 (CORE) PRESERVE MOTOR VEHICLES

CONDITION(S): Given motor vehicle requiring preservation, required tools, equipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Inspect motor vehicle.
3. Determine level of protection.
4. Apply level of protection.
5. Inspect final work to ensure compliance with the standard.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MIL V 62038

2. ATPD 2246, Vehicle Preservation

---

TASK: 3052.05.34 (CORE) PRESERVE/PACKAGE MOTOR VEHICLE COLLATERAL EQUIPMENT

CONDITION(S): Given motor vehicle collateral equipment requiring preservation, required tool, materials, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Inspect collateral equipment.
3. Determine method, class, or type of preservation and package.
4. Preserve and package.
5. Inspect completed work.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MIL B 12841
2. MCO P4030.21\_, Packaging Material Packing, Vol. II
3. MCO P4030.31C, Packaging Material Packing, Vol. I
4. MCO P4030.31D, Packing Material Preservation, Vol. I
5. MIL STD 2073.1C, Standard Practice for Military Packing

---

TASK: 3052.05.35 (CORE) APPLY PRESERVATIVE

CONDITION(S): Given required preservation, preservatives, and the references.

STANDARD(S): In accordance with references.

PERFORMANCE STEPS:

1. Wear appropriate safety equipment.
2. Identify the proper preservative.
3. Identify the proper technique to be applied.
4. Apply the proper preservative.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

MCO 1510.73C  
DRAFT

REFERENCE(S): (NONE)

Appendix F to  
ENCLOSURE (6)

DUTY AREA 06 - MATERIAL PACKAGING: E1 TO E3

TASK: 3052.06.01 (CORE) FABRICATE CASE LINER

CONDITION(S): Given barrier materials and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Wear appropriate safety equipment.
3. Select materials to be used.
4. Fabricate case liner.
5. Ensure case liners are large enough that the weight of the load will be borne by the container, not the liner.
6. Inspect the liner to ensure there is no tension in the walls or joints of the liner.
7. Inspect case liner to ensure compliance with the standard.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Pvt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II

---

TASK: 3052.06.02 (CORE) PREPARE PROTECTIVE BARRIERS

CONDITION(S): Given an item that is ready to be placed into a container, barrier material, and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Wear appropriate safety equipment.
3. Select the type and grade of barrier to be used.
4. Close per the specification MIL-L-10547.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Pvt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II

TASK: 3052.06.03 (CORE) INSTALL CUSHIONING IN THE SHIPPING CONTAINER

CONDITION(S): Given an item to be cushioned in a shipping container, cushioning material, and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Determine cushioning requirements.
3. Cushion item.
4. Inspect item to ensure compliance with the standard.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Pvt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II
- 

TASK: 3052.06.04 (CORE) FABRICATE AN INTERIOR SHROUD

CONDITION(S): Given an item to be packaged, packing material, and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Cushion or pad all sharp projections of the item.
3. Select the class of material to be used.
4. Make shroud.
5. Inspect shroud to ensure compliance with the standard.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Pvt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II
- 

TASK: 3052.06.05 (CORE) INSTALL BLOCKING IN THE SHIPPING CONTAINER

CONDITION(S): Given blocking material, containers, and the reference.



STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Determine load requirement.
3. Install cross-bracing.
4. Use plywood to keep wood from splitting.
5. Use steel strapping as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Pvt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II
- 

TASK: 3052.06.06 (CORE) INSTALL BRACING IN THE SHIPPING CONTAINER

CONDITION(S): Given an item that needs physical and mechanical protection and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Choose the bracing method to be used.
3. Secure moving parts.
4. Check item to see if movement is prevented.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Pvt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II
- 

TASK: 3052.06.07 (CORE) SEAL BARRIER MATERIAL

CONDITION(S): Given barrier material, sealing equipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.

2. Wear appropriate safety equipment.
3. Prepare heat-sealing equipment.
4. Adjust temperature, dwell time, and pressure per the barrier material instruction.
5. Determine appropriate settings by trial and adjustment.
6. Seal barrier material.
7. Inspect seal to ensure there are no leaks.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Pvt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MIL STD 2073.1C, Standard Practice for Military Packing

DUTY AREA 07 - PREPARATION FOR SHIPMENT FUNCTIONS: E1 TO E3

TASK: 3052.07.01 (CORE) WATERPROOF SHIPPING CONTAINERS

CONDITION(S): Given an item, a shipping container, waterproofing materials, and the references.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the references.
2. Select the barrier material to be used.
3. Seal the case liner or wraps in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Pvt

REFERENCE(S):

1. MIL L 10547
2. MCO P4030.21\_, Packaging Material Packing, Vol. II

---

TASK: 3052.07.02 (CORE) SEAL FIBERBOARD SHIPPING CONTAINERS

CONDITION(S): Given fiberboard shipping containers, sealant, and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Apply adhesive and tape.
3. Stitch as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Pvt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II

---

TASK: 3052.07.03 (CORE) STRAP FIBERBOARD/WOOD SHIPPING CONTAINERS

CONDITION(S): Given strapping materials, containers, and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Inspect container.
3. Select strapping.
4. Strap container.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Pvt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II
- 

TASK: 3052.07.04 (CORE) WEIGH AND CUBE SHIPPING CONTAINERS

CONDITION(S): Given a weighing scale, tape measure, cube transformation chart, shipping container, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Weigh gear.
3. Measure length, width, and height of container.
4. Divide by the constant 1728.
5. Determine cube.
6. Mark the container with the weight and cube calculations.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Pvt

REFERENCE(S):

1. MIL STD 129, Military Standard Marking for Shipment and Storage
- 

TASK: 3052.07.05 (CORE) FABRICATE MARKING STENCILS

CONDITION(S): Given a stenciling machine, stenciling board, and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.

2. Identify marking stencils required.
3. Fabricate marking stencils.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: Pvt

REFERENCE(S):

1. MIL STD 129, Military Standard Marking for Shipment and Storage
- 

TASK: 3052.07.06 (CORE) MARK SHIPPING CONTAINERS

CONDITION(S): Given information on equipment to be shipped, stenciling equipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Research information.
3. Prepare stencil, stamp, or label.
4. Mark containers.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Pvt

REFERENCE(S):

1. MCO P4030.36\_, USMC Packaging Manual
  2. MIL STD 129, Military Standard Marking for Shipment and Storage
- 

TASK: 3052.07.07 (CORE) PALLETIZE SHIPPING CONTAINERS

CONDITION(S): Given pallets, shipping containers, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure limitations are complied with.
3. Use proper load arrangement.
4. Inspect palletized shipping containers for compliance with the standard.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Pvt

MCO 1510.73C  
DRAFT

REFERENCE(S):

1. MIL STD 147
2. DOD 4145.19-R-1, Storage and Materials Handling
3. MCO P4030.21\_, Packaging Material Packing, Vol. II
4. MCO P4450.14, Joint Service Manual for Storage and Materials Handling

Appendix F to  
ENCLOSURE (6)

DUTY AREA 21 - ADMINISTRATIVE FUNCTIONS: NCO

TASK: 3052.21.01 (CORE PLUS) PREPARE WEEKLY, MONTHLY, AND YEARLY STATUS REPORT

CONDITION(S): Given manager strength report, current work plan, computer printout on NAVMC 4030, DD 1348-1 forms received during the stated time period (weekly, monthly, yearly), the backlog file, and the references.

STANDARD(S): To document received and completed work requests, number of received pieces and completed pieces, pending backlogs, and unit personnel strength to higher headquarters.

PERFORMANCE STEPS:

1. Review the reference.
2. Prepare manpower strength report.
3. Prepare status report document.
4. Send formal report to higher headquarters.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P7100.8\_, Field Budget Guidance Manual

DUTY AREA 22 - PERSONNEL MANAGEMENT: E1 TO E3

TASK: 3052.22.01 (CORE PLUS) SUPERVISE PRESERVATION, PACKAGING, AND PACKING (PP&P) SAFETY PROGRAM

CONDITION(S): Given a safety order, personnel performing PP&P assignments, and the references.

STANDARD(S): To ensure compliance with all safety guidelines in accordance with the reference.

PERFORMANCE STEPS:

1. Review the references.
2. Conduct training in avoiding accidents.
3. Implement accident prevention programs.
4. Enforce safety policy and rules.
5. Ensure safety clothing and equipment for personnel are used.
6. Ensure that a fire prevention and protection program is established.
7. Ensure fire protection equipment is available.
8. Ensure that a fire evacuation plan is established.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4450.14, Joint Service Manual for Storage and Materials Handling

---

TASK: 3052.22.02 (CORE PLUS) SUPERVISE RECEIVING OPERATIONS

CONDITION(S): Given access to a supply receiving area, required personnel, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review processing of receipts.
3. Ensure SOP procedures and regulations are followed.
4. Ensure correct NSN/NIINs and quantities are listed.
5. Verify correct documentation is provided.



- a. Initiate corrective action on discrepancies.
  - b. Ensure corrective action is accomplished.
6. Forward documentation to appropriate personnel, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local SOP
2. DOD 4145.19-R-1, Storage and Materials Handling
3. MCO P4450.7\_, Marine Corps Warehousing Manual
4. UM 4400.123, FMF SASSY Management Unit Procedures

---

TASK: 3052.22.03 (CORE PLUS) SUPERVISE PRESERVATION

CONDITION(S): Given access to a working Preservation, Packaging and Packing (PP&P) area, required personnel, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Observe PP&P operations.
3. Ensure all personnel wear appropriate safety equipment.
4. Identify procedural discrepancies.
5. Identify serious discrepancies to supervisor, as required.
6. Initiate corrective action, as required.
7. Ensure corrective action is accomplished.
8. Ensure administrative documentation is completed, as required.
9. Forward documentation to the administrative section, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II
2. MCO P4030.23\_, Instructional Guide for Basic Military P&P
3. MCO P4030.31C, Packaging Material Packing, Vol. I

4. MCO P4030.36\_, USMC Packaging Manual

---

TASK: 3052.22.04 (CORE PLUS) SUPERVISE CONTAINER MANUFACTURING OPERATIONS

CONDITION(S): Given access to container manufacturing area, personnel constructing containers, and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Observe container manufacturing operation.
3. Ensure all personnel wear appropriate safety equipment.
4. Verify constructed containers meet customer specification
5. Ensure constructed containers meet MCO requirements.
6. Initiate corrective action, as required.
7. Ensure corrective action is accomplished.
8. Complete and file all required documentation.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Sgt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II
- 

TASK: 3052.22.05 (CORE PLUS) SUPERVISE CUSTODY PROCEDURES

CONDITION(S): Given access to warehouse and/or Preservation, Packaging and Packing (PP&P) area, required personnel, and the references.

STANDARD(S): To ensure prompt and accurate processing of material, quality control, and continuously maintained custody, in accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Observe custody procedures.
3. Identify procedural discrepancies.
4. Initiate corrective action, as required.
5. Ensure corrective action is accomplished.

6. Complete and file all required documentation.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
2. UM 4400.124, SASSY Using Unit Procedures

---

TASK: 3052.22.06 (CORE) SUPERVISE HAZARDOUS MATERIAL PROCESSING

CONDITION(S): Given access to warehouse and/or Preservation, Packaging, and Packing (PP&P) area, personnel handling hazardous material, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Observe hazardous material processing.
3. Ensure all personnel wear appropriate safety equipment.
4. Ensure PP&P containers are serviceable.
5. Identify procedural discrepancies.
6. Initiate corrective action, as required.
7. Ensure corrective action is accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. CFR TITLE 29, Occupational Safety & Health Standards for General Industry (1910)
2. IATA, International Air Transportation Association
3. ICAO, International Civil Aviation Organization
4. IMDG, International Maritime Dangerous Goods
5. MCO P4030.19\_, Preparation of Hazardous Material for Military Air Shipments
6. OSHA MANUAL, Occupational Safety and Health Agency Manual

---

TASK: 3052.22.07 (CORE) SUPERVISE PREPARATION FOR SHIPMENT OPERATIONS

CONDITION(S): Given access to a packing area, personnel preparing material for shipment, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Determine the requirements for shipment.
2. Brief personnel on requirements.
3. Ensure all personnel wear appropriate safety equipment.
4. Observe preparation for shipment.
5. Verify that all items are properly packaged.
6. Verify that all containers are correctly marked.
7. Ensure documentation is completed and submitted, as required.
8. Direct corrective action on discrepancies, as required.
9. Ensure that corrective action has been accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4030.21\_, Packaging Material Packing, Vol. II
3. MCO P4030.36\_, USMC Packaging Manual
4. MIL STD 129, Military Standard Marking for Shipment and Storage

---

TASK: 3052.22.08 (CORE) SUPERVISE PREPARATION FOR CARE IN STORAGE

CONDITION(S): Given requirements to pack, package, and preserve items for long term storage, personnel, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Observe the preparation.
3. Ensure items are properly identified.
4. Ensure items are properly packaged.
5. Ensure containers are properly marked.

6. Identify any discrepancies.
7. Initiate corrective action.
8. Ensure corrective action is accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
  2. MCO P4030.23\_, Instructional Guide for Basic Military P&P
  3. MCO P4030.36\_, USMC Packaging Manual
- 

TASK: 3052.22.09 (CORE PLUS) SUPERVISE PREVENTIVE MAINTENANCE PROGRAM

CONDITION(S): Given local preventive maintenance (PM) instructions, required personnel, tools, Material Handling Equipment (MHE) to be serviced, and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Observe accomplishment of PM.
2. Ensure all personnel wear appropriate safety equipment.
3. Ensure steps listed in PM instructions are correctly carried out.
4. Randomly inspect PM accomplishment.
5. Identify any discrepancies.
6. Initiate corrective action, in accordance with the reference.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Sgt

REFERENCE(S):

1. Manufacturer's Operating Instructions
- 

TASK: 3052.22.10 (CORE PLUS) SUPERVISE PRIORITIZATION OF WORKLOAD

CONDITION(S): Given a working warehouse, personnel strength reports, a list of gear to be processed by priority, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.

2. Assign workload based upon priority.
3. Verify that gear is processed according to priority.
4. Adjust work plans and assign personnel to establish optimal processing.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Sgt

REFERENCE(S):

1. Local SOP
2. UM 4400.15, Organic Property Control

---

TASK: 3052.22.11 (CORE PLUS) SUPERVISE EMBARKATION PROCEDURES

CONDITION(S): Given an embarkation order, required personnel, Material Handling Equipment (MHE), and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review embarkation order.
3. Determine embarkation procedures.
4. Observe embarkation operation.
5. Identify deficiencies in operation.
6. Initiate corrective action.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Sgt

REFERENCE(S):

1. Local SOP
2. FMFM 4-2, Amphibious Embarkation
3. MCO P4790.3\_, MIMMS Depot Policy Manual

DUTY AREA 23 - OPERATIONAL FUNCTIONS: NCO

TASK: 3052.23.01 (CORE PLUS) CONTROL SPECIAL TOOLS

CONDITION(S): Given a list of special tools assigned to the unit, documentation of special tool allowance, special tools, sign out cards or logs, access to the tool storage cage, the previous months inventory records, and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Establish/maintain special tool control and accounting program.
2. Establish special tool check-out/check-in procedures.
3. Ensure tools on hand are within allowance.
4. Conduct monthly inventory of special tools.
5. Document and resolve inventory discrepancies.
6. Report any discrepancy, in writing, to higher authorities.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Cpl

REFERENCE(S):

1. Local SOP

---

TASK: 3052.23.02 (CORE PLUS) OPERATE AUTOMATED MATERIAL HANDLING EQUIPMENT (AMHE)

CONDITION(S): Given supplies and equipment requiring movement, AMHE, the manufacturer's operating instructions, and the references.

STANDARD(S): Ensure the successful transfer of material from one location to another with no damage to Government property during transfer.

PERFORMANCE STEPS:

1. Review the references.
2. Embark supplies on AMHE.
3. Negotiate warehouse area with AMHE.
4. Disembark supplies from AMHE.
5. Perform first echelon maintenance on AMHE.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Cpl

REFERENCE(S):

1. Manufacturer's Operating Instructions

2. DOD 4145.19-R-1, Storage and Materials Handling
3. MCO P4450.12, Joint Service Manual for Storage and Handling of HAZMAT
4. MCO P4450.14, Joint Service Manual for Storage and Materials Handling
5. MCO P4450.7\_, Marine Corps Warehousing Manual

---

TASK: 3052.23.03 (CORE PLUS) PERFORM PROCESS PLANNING

CONDITION(S): Given a requirement to pack, package, or preserve an item, a detailed description of the item, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine how item will be packed.
3. Determine packing material required.
4. Turn-in item for packing.
5. Inspect packed item.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. MCO P4030.23\_, Instructional Guide for Basic Military P&P
2. MCO P4030.36\_, USMC Packaging Manual
3. MIL STD 2073.1C, Standard Practice for Military Packing

---

TASK: 3052.23.04 (CORE PLUS) PERFORM IN PROCESS QUALITY CONTROL PROCEDURES

CONDITION(S): Given equipment in the process of Preservation, Packaging and Packing (PP&P), personnel performing PP&P functions, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure serviceability of gear.
3. Ensure proper selection of containers.
4. Ensure proper packing and marking.



5. Indicate by signature on appropriate documents that quality control has been accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. MCO P4790.3\_, MIMMS Depot Policy Manual
2. MIL STD 2073.1C, Standard Practice for Military Packing

DUTY AREA 24 - CONTAINER MANUFACTURING: NCO

TASK: 3052.24.01 (CORE PLUS) DESIGN WOOD SHIPPING/STORAGE CONTAINERS

CONDITION(S): Given a description of equipment requiring containment, administrative supplies, and the references.

STANDARD(S): To enclose the selected equipment as economically as possible and in accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Inspect equipment to be enclosed.
3. Determine packaging requirements.
4. Determine storage or shipping conditions.
5. Determine material to be used.
6. Design container.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Sgt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II
2. MCO P4030.31C, Packaging Material Packing, Vol. I
3. PPP B 601, Federal Specifications for Box, Wood, Cleated-Plywood
4. PPP B 621, Federal Specifications for Box, Wood, Nailed and Lock-Corner

---

TASK: 3052.24.02 (CORE PLUS) CONSTRUCT SHIPPING/STORAGE CONTAINERS

CONDITION(S): Given equipment to be contained, construction materials, container design specifications, and the references.

STANDARD(S): To safely and securely contain the specified equipment in accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review the container design.
3. Assemble necessary tools and materials.
4. Construct and inspect container.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Sgt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II
2. MCO P4030.31C, Packaging Material Packing, Vol. I

---

TASK: 3052.24.03 (CORE PLUS) CONSTRUCT WOOD PALLETS

CONDITION(S): Given required materials, tools, and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Select pallet dimensions.
3. Select materials.
4. Construct the pallet.
5. Inspect the pallet to ensure it is constructed in accordance with the references.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: Sgt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II

MCO 1510.73C  
DRAFT

DUTY AREA 25 - MATERIAL PRESERVATION AND PACKAGING: NCO

Appendix F to  
ENCLOSURE (6)

DUTY AREA 26 - MATERIAL PACKAGING: NCO

DUTY AREA 27 - PREPARATION FOR SHIPMENT FUNCTIONS: NCO

TASK: 3052.27.01 (CORE) PREPARE SHIPPER'S DECLARATION FOR DANGEROUS GOODS FORM

CONDITION(S): Given blank copies of shipper's declaration form and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine proper shipping name of hazardous item being packed/shipped.
3. Determine mode of transportation.
4. Determine nomenclature data.
5. Complete Shipper's Declaration for Dangerous Goods form.
6. Obtain authorized signature on the form.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. CFR TITLE 49, Transportation
2. IATA, International Air Transportation Association
3. ICAO, International Civil Aviation Organization
4. IMDG, International Maritime Dangerous Goods
5. MCO P4030.19\_, Preparation of Hazardous Material for Military Air Shipments
6. MIL STD 129, Military Standard Marking for Shipment and Storage

---

TASK: 3052.27.02 (CORE) PREPARE PERISHABLE LABELS (DD FORMS 1502,1502.1,1502.2)

CONDITION(S): Given labels and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Inspect and research characteristics of supplies.
3. Prepare label.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. MIL STD 129, Military Standard Marking for Shipment and Storage
- 

TASK: 3052.27.03 (CORE) VERIFY PACKAGING OF HAZARDOUS MATERIALS CONTAINERS

CONDITION(S): Given access to a Preservation, Packaging and Packing unit, packed hazardous materials, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Randomly check packed containers.
  - a. Verify that the correct container has been used.
  - b. Verify that the container is constructed within the established standards.
  - c. Verify that materials are properly packed within the containers.
3. Identify discrepancies.
4. Initiate corrective action.
5. Ensure corrective action has been accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. CFR TITLE 49, Transportation
2. IATA, International Air Transportation Association
3. ICAO, International Civil Aviation Organization
4. IMDG, International Maritime Dangerous Goods

MCO 1510.73C  
DRAFT

DUTY AREA 41 - ADMINISTRATIVE FUNCTIONS: SNCO

Appendix F to  
ENCLOSURE (6)



DUTY AREA 42 - PERSONNEL MANAGEMENT: SNCO

TASK: 3052.42.01 (CORE PLUS) SUPERVISE PROCESS PLANNING

CONDITION(S): Given container manufacturing and Preservation, Packaging and Packing (PP&P) areas, subordinate personnel, and the references.

STANDARD(S): In accordance the references.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure subordinate personnel are knowledgeable on requirements of process planning.
3. Periodically inspect subordinate process planning.
4. Ensure all personnel follow safety requirements.
5. Ensure documentation is completed and submitted as required.
6. Identify problems and take corrective action.
7. Ensure corrective action is accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: SSgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4030.21\_, Packaging Material Packing, Vol. II
3. MCO P4030.31C, Packaging Material Packing, Vol. I
4. MCO P4030.36\_, USMC Packaging Manual

---

TASK: 3052.42.02 (CORE PLUS) SUPERVISE ACCOUNTING PROCEDURES

CONDITION(S): Given accounting forms and documents, access to an automated system with applicable software, accounting requirements and restrictions, subordinate personnel, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Observe personnel performing accounting procedures.
3. Verify all documentation in complete and accurate.
4. Ensure security standards are followed.

5. Identify any discrepancies.
6. Initiate corrective action, as required.
7. Ensure corrective action is accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. UM 4400.123, FMF SASSY Management Unit Procedures
  2. UM 4400.124, SASSY Using Unit Procedures
- 

TASK: 3052.42.03 (CORE PLUS) SUPERVISE REIMBURSABLE FUNCTIONS

CONDITION(S): Given a completed DD Form 2275 file copy and date entered into computer system, the comptroller Job Order Number (JON), access to an automated system with applicable software and internet conductivity, weekly balance file listing reimbursements, the unit's authorized budget, and the reference.

STANDARD(S): To ensure DD2275s are complete, accurate, and submitted to the comptroller in a timely manner, and that reimbursable actions do not exceed the authorized budget.

PERFORMANCE STEPS:

1. Review the reference.
2. Review the completed DD Form 2275.
3. Ensure the DD Form 2275 is complete and accurate.
4. Ensure the JON has been recorded.
5. Forward the DD Form 2275 to the comptroller.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. SABRS USER MANUAL, Standard Accounting, Budgeting, and Reporting System (SABRS) Manual
- 

TASK: 3052.42.04 (CORE PLUS) SUPERVISE PRESERVATION AND PACKAGING OPERATIONS FOR DEPLOYMENT

CONDITION(S): Given an embarkation order, access to a Preservation, Packaging, and Packing (PP&P) area, required personnel, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review embarkation orders.
3. Ensure adequate preservation and package area is available.
4. Assign personnel.
5. Brief personnel on requirements.
6. Observe personnel conducting preservation and packaging.
7. Ensure tasks are being accomplished correctly.
8. Initiate corrective action on any discrepancies.
9. Ensure corrective action has been accomplished.
10. Ensure documentation is completed and submitted as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: SSgt

REFERENCE(S):

1. MCO P4030.31C, Packaging Material Packing, Vol. I
2. MCO P4790.3\_, MIMMS Depot Policy Manual

DUTY AREA 43 - OPERATIONAL FUNCTIONS: SNCO

TASK: 3052.43.01 (CORE PLUS) PERFORM QUALITY CONTROL PROCEDURES ON OUTGOING MATERIAL

CONDITION(S): Given material which have been preserved, packaged, or packed, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Verify correct packaging.
3. Verify proper construction of container.
4. Verify proper size.
5. Verify proper banding, blocking, and bracing.
6. Verify proper marking.
7. Initiate corrective action on any discrepancies.
8. Ensure that the corrective action is accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II
2. MCO P4030.24\_, LOG PKG MGT
3. MCO P4030.31C, Packaging Material Packing, Vol. I
4. MCO P4030.36\_, USMC Packaging Manual
5. MIL STD 129, Military Standard Marking for Shipment and Storage
6. MIL STD 2073.1C, Standard Practice for Military Packing

---

TASK: 3052.43.02 (CORE PLUS) CONDUCT QUALITY ASSURANCE EVALUATIONS

CONDITION(S): Given access to constructed boxes, pallets, containers, packaged and preserved material, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.

2. Perform random inspection of constructed and packed boxes, pallets, and containers.
3. Verify proper packing and preservation.
4. Verify proper use of materials.
5. Verify proper assembly of containers.
6. Verify proper marking of containers.
7. Initiate corrective action, as necessary.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P4030.21\_, Packaging Material Packing, Vol. II
2. MCO P4030.24\_, LOG PKG MGT
3. MCO P4030.31C, Packaging Material Packing, Vol. I
4. MCO P4030.36\_, USMC Packaging Manual
5. MIL STD 129, Military Standard Marking for Shipment and Storage
6. MIL STD 2073.1C, Standard Practice for Military Packing

---

TASK: 3052.43.03 (CORE PLUS) COORDINATE LOGISTICS SUPPORT REQUIREMENTS

CONDITION(S): Given an embarkation plan, equipment availability listing, Material Handling Equipment (MHE) availability, access to a Preservation, Packaging and Packing (PP&P) unit, and transportation availability requirements, and the reference.

STANDARD(S): To ensure that the Logistics Support Plan meets the supply requirements of the embarkation unit.

PERFORMANCE STEPS:

1. Review the reference.
2. Develop a logistic support plan.
3. Coordinate equipment and supply requirement of DSSC.
4. Ensure PP&P support is available.
5. Ensure MHE assets are available.
6. Notify TMO of transportation requirements.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations
- 

TASK: 3052.43.04 (CORE PLUS) TRACK STATUS OF ITEMS PROCESSED THROUGH PRESERVATION

CONDITION(S): Given a DD Form 1348, work request number assignment, access to Preservation, Packaging and Packing (PP&P) unit, work request follow-up files, and Traffic Management Office (TMO) files, and the reference.

STANDARD(S): Ensure that items will have correct PP&P processing, completed in a timely manner, and shipped through TMO or issued to requiring unit.

PERFORMANCE STEPS:

1. Maintain pending status file.
2. Identify mistakes on individual work request in a timely manner.
3. Correct problem areas.
4. Notify TMO on shipping instructions, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. Local SOP
- 

TASK: 3052.43.05 (CORE PLUS) PERFORM PREVENTIVE MAINTENANCE (PM)

CONDITION(S): Given Preservation Packaging, packing equipment requiring preventive maintenance, a preventive maintenance sheet, and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Conduct PM.
3. Complete the PM checklist.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: SSgt

REFERENCE(S):

1. Manufacturer's Manual

DUTY AREA 44 - CONTAINER MANUFACTURING: SNCO

TASK: 3052.44.01 (CORE PLUS) ASSEMBLE TRIPLE-WALL CORRUGATED FIBERBOARD SHIPPING CONTAINERS

CONDITION(S): Given triple-wall corrugated fiberboard material, assembly tools, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Research characteristics of item to be contained.
3. Select method of packing.
4. Determine shipment or storage requirements.
5. Determine characteristics of container.
6. Wear appropriate safety equipment.
7. Wear appropriate safety equipment.
8. Inspect container to ensure proper construction.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: SSgt

REFERENCE(S):

1. ASTM D4727, Corrugated and Solid Fiberboard Sheet Rock (container grade) and Cut Shapes
2. ASTM D5118/D5118M, Fabrication of Fiberboard Shipping Boxes
3. ASTM D5168, Fabrication and Closure of Triple-Wall Corrugated Fiberboard Containers
4. MCO P4030.21\_, Packaging Material Packing, Vol. II
5. MCO P4030.31C, Packaging Material Packing, Vol. I

MCO 1510.73C  
DRAFT

DUTY AREA 45 - CONTAINER MANUFACTURING: SNCO

Appendix F to  
ENCLOSURE (6)



DUTY AREA 46 - MATERIAL PACKAGING: SNCO

DUTY AREA 47 - PREPARATION FOR SHIPMENT FUNCTIONS: SNCO

TASK: 3052.47.01 (CORE PLUS) ESTABLISH CHAIN OF CUSTODY PROCEDURES

CONDITION(S): Given access to a working Preservation, Packaging and Packing (PP&P) section; given a high security, controlled or hazardous item to process through the supply system, and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Determine appropriate method to ensure that authorized signatures are obtained at all transfer points.
3. Set time restriction for length of time high security, controlled and hazardous items may be held.
4. Promulgate established procedure to all personnel.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: SSgt

REFERENCE(S):

1. UM 4400.15, Organic Property Control

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS BY SPECIFIC CATEGORY (MOJT, DL, PST)

1. This enclosure summarizes the Individual Training Standards (ITS) according to three categories:

Appendix A: ITSs Trained via Managed On-The-Job Training (MOJT)

Appendix B: ITSs Supported by Distance Learning (DL) Products

Appendix C: ITSs Supported by Performance Support Tools (PST)

2. If no information is applicable to a category, the appendix will include a statement to that effect.

3. Format. The columns in each appendix are as follows:

a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.

b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.

c. TITLE. ITS Task Title.

d. CORE. An "X" appears in this column when the task is designated as a "core" task required to "make" a Marine or qualify that Marine for the appropriate MOS. The absence of an "X" indicates that this is an advanced ("core plus") task that is mission, grade, or billet specific.

e. FLC. Functional Learning Center. An "X" appears in this column when the FLC is designated as the initial training setting. The absence of an "X" indicates that the initial training is accomplished through Managed On-The-Job Training (MOJT).

f. DL. Distance Learning (DL) Product. An "X" in this column indicates that at least one DL product is associated with this task. Consult enclosure (6) for details.

g. PST. Performance Support Tool (PST). An "X" in this column indicates that at least one PST is associated with this task. Consult enclosure (6) for details.

h. SUS. Sustainment Training Period. An entry in this column represents the number of months between evaluation or retraining by the unit to maintain the proficiency required by the standard, provided the task supports the unit's METL.

i. REQ BY. Required By. An entry in this column depicts the lowest grade required to demonstrate proficiency in this task.

j. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

INDIVIDUAL TRAINING STANDARDS TRAINED VIA MANAGED ON-THE-JOB TRAINING

This appendix includes a summary listing of all ITS tasks planned for initial Managed On-The-Job Training (MOJT). They are grouped by MOS and Duty Area.

| SEQ   | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ   | BY     | PAGE |
|---|------------|--|------|-----|----|-----|-----|-------|--------|------|
| <u>MOS 3002, GROUND SUPPLY OFFICER</u>        |            |  |      |     |    |     |     |       |        |      |
| <u>DUTY AREA 01 - PROPERTY ACCOUNTING: LT</u> |            |  |      |     |    |     |     |       |        |      |
| 3)  | 3002.01.03 | MANAGE REDISTRIBUTIONS   |      |     |    |     | 12  | 2ndLt | 6-A-2  |      |
| 4)  | 3002.01.04 | DIRECT DISPOSAL OF DAMAGED OR<br>DETERIORATED SUPPLIES AND EQUIPMENT                             |      |     |    |     | 24  | 2ndLt | 6-A-2  |      |
| 5)  | 3002.01.05 | MANAGE CONTROLLED ITEMS  |      |     |    |     | 24  | 2ndLt | 6-A-3  |      |
| 6)  | 3002.01.06 | MANAGE THE ROLLBACK OF EXCESS MATERIAL   |      |     |    |     | 24  | 2ndLt | 6-A-3  |      |
| 7)  | 3002.01.07 | MANAGE THE MAINTENANCE OF RESPONSIBLE<br>OFFICER (RO) ACCOUNTS                                   |      |     |    |     | 24  | 2ndLt | 6-A-4  |      |
| 8)  | 3002.01.08 | CONDUCT ANNUAL INVENTORY   |      |     |    |     | 12  | 2ndLt | 6-A-4  |      |
| 9)  | 3002.01.09 | CONDUCT SPOT/CYCLICAL INVENTORY  |      |     |    |     | 12  | 2ndLt | 6-A-5  |      |
| 10)   | 3002.01.10 | MAINTAIN MONEY VALUE GAIN/LOSS (MVGL)<br>REPORT  |      |     |    |     | 12  | 2ndLt | 6-A-6  |      |
| 11)   | 3002.01.11 | MANAGE SUBSIDIARY RECORDS/SYSTEMS FOR<br>NON-ISSUED SERIALIZED GEAR                              |      |     |    |     | 24  | 2ndLt | 6-A-6  |      |
| 12)   | 3002.01.12 | MAINTAIN SMALL ARMS REPORT   |      |     |    |     | 24  | 2ndLt | 6-A-7  |      |
| 13)   | 3002.01.13 | MANAGE TEMPORARY LOAN FILES  |      |     |    |     | 24  | 2ndLt | 6-A-8  |      |
| 14)   | 3002.01.14 | MANAGE NON-T/E ASSETS  |      |     |    |     | 12  | 2ndLt | 6-A-8  |      |
| 15)   | 3002.01.15 | MANAGE THE CONTROL OF INDIVIDUAL<br>EQUIPMENT  |      |     |    |     | 24  | 2ndLt | 6-A-9  |      |
| 16)   | 3002.01.16 | MANAGE SUPPLY RELATED INVESTIGATIONS   |      |     |    |     | 24  | 2ndLt | 6-A-10 |      |
| 17)   | 3002.01.17 | ASSIST IN MAINTAINING THE MARINE CORPS<br>GROUND EQUIPMENT RESOURCE REPORTABLE<br>(MCGERR) ITEMS |      |     |    |     | 12  | 2ndLt | 6-A-10 |      |
| 18)   | 3002.01.18 | ANALYZE PROPERTY ACCOUNTING REPORTS  |      |     |    |     | 12  | 2ndLt | 6-A-11 |      |
| <u>DUTY AREA 02 - REQUISITIONING: LT</u>      |            |  |      |     |    |     |     |       |        |      |
| 1)  | 3002.02.01 | MANAGE PROCESSING OF ADDITIONAL DEMANDS  |      |     |    |     | 24  | 2ndLt | 6-A-12 |      |
| 2)  | 3002.02.02 | MANAGE UNIFORM MOVEMENT ISSUE AND<br>PRIORITY SYSTEM   |      |     |    |     | 36  | 2ndLt | 6-A-12 |      |
| 3)  | 3002.02.03 | MANAGE MAINTENANCE OF REQUISITIONS   |      |     |    |     | 24  | 2ndLt | 6-A-13 |      |
| 4)  | 3002.02.04 | MANAGE DAILY MAINTENANCE TRANSACTIONS<br>LIST  |      |     |    |     | 12  | 2ndLt | 6-A-13 |      |
| 5)  | 3002.02.05 | MANAGE THE RECONCILIATION OF THE<br>MATERIAL OBLIGATION VALIDATION/BACKORDER<br>VALIDATION       |      |     |    |     | 24  | 2ndLt | 6-A-14 |      |
| 6)  | 3002.02.06 | MANAGE THE SUPPLY DISCREPANCY REPORT   |      |     |    |     | 12  | 2ndLt | 6-A-14 |      |
| 7)  | 3002.02.07 | ANALYZE THE REQUISITION MANAGEMENT<br>REPORTS  |      |     |    |     | 36  | 2ndLt | 6-A-15 |      |

Appendix A to  
ENCLOSURE (7)

| SEQ  | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ | BY    | PAGE   |
|--|------------|--|------|-----|----|-----|-----|-----|-------|--------|
| <u>DUTY AREA 03 - FINANCIAL MANAGEMENT: LT</u>   |            |  |      |     |    |     |     |     |       |        |
| 1)   | 3002.03.01 | PREPARE ANNUAL BUDGET  |      |     |    |     |     | 12  | 2ndLt | 6-A-16 |
| 2)   | 3002.03.02 | EXECUTE BUDGET/SPENDING PLAN   |      |     |    |     |     | 24  | 2ndLt | 6-A-17 |
| 3)   | 3002.03.03 | CONDUCT MIDYEAR REVIEW   |      |     |    |     |     | 12  | 2ndLt | 6-A-17 |
| 4)   | 3002.03.04 | MANAGE FISCAL ACCOUNTABILITY   |      |     |    |     |     | 24  | 2ndLt | 6-A-18 |
| 5)   | 3002.03.05 | CONDUCT ANNUAL CLOSEOUT  |      |     |    |     |     | 12  | 2ndLt | 6-A-19 |
| 6)   | 3002.03.06 | MANAGE FISCAL FOR UNIT FUNDED EXERCISES  |      |     |    |     |     | 12  | 2ndLt | 6-A-19 |
| 7)   | 3002.03.07 | MANAGE FISCAL FOR EXTERNALLY FUNDED EXERCISES  |      |     |    |     |     | 24  | 2ndLt | 6-A-20 |
| 8)   | 3002.03.08 | MANAGE REIMBURSABLE FUNDING  |      |     |    |     |     | 12  | 2ndLt | 6-A-22 |
| 9)   | 3002.03.09 | MANAGE THE UNIT'S GOVERNMENT CREDIT CARD PROGRAM                                     |      |     |    |     |     | 12  | 2ndLt | 6-A-22 |
| 10)  | 3002.03.10 | DIRECT PURCHASES USING THE GOVERNMENT CREDIT CARD                                    |      |     |    |     |     | 12  | 2ndLt | 6-A-23 |
| 11)  | 3002.03.11 | INITIATE PURCHASING AND CONTRACTING REQUESTS   |      |     |    |     |     | 18  | 2ndLt | 6-A-24 |
| 12)  | 3002.03.12 | MANAGE THE PROCUREMENT OF SUPPLIES THE DIRECT SUPPORT STOCK CONTROL (DSSC)           | X    |     |    |     |     | 18  | 2ndLt | 6-A-24 |
| 13)  | 3002.03.13 | VALIDATE THE COLLECTION AND TURN IN OF GOVERNMENT FUNDS                              | X    |     |    |     |     | 12  | 2ndLt | 6-A-25 |
| <u>DUTY AREA 04 - MISCELLANEOUS: LT</u>          |            |  |      |     |    |     |     |     |       |        |
| 1)   | 3002.04.01 | PREPARE SUPPLY OFFICER'S AND COMMANDING OFFICER'S CERTIFICATE OF RELIEF              | X    |     |    |     |     | 24  | 2ndLt | 6-A-27 |
| 2)   | 3002.04.02 | PREPARE ENDORSEMENT ON OUTGOING SUPPLY OFFICER'S CERTIFICATE OF RELIEF               | X    |     |    |     |     | 24  | 2ndLt | 6-A-27 |
| 3)   | 3002.04.03 | MAINTAIN REQUIRED LETTERS OF APPOINTMENT AND REVOCATION IN THE SUPPLY FIVE YEAR FILE | X    |     |    |     |     | 24  | 2ndLt | 6-A-28 |
| 4)   | 3002.04.04 | MAINTAIN RESULTS OF AUDITS AND VERIFICATION  |      |     |    |     |     | 24  | 2ndLt | 6-A-29 |
| 5)   | 3002.04.05 | MANAGE PROCESSING OF MISSING/LOST/STOLEN/RECOVERED (MLSR) REPORTS                    |      |     |    |     |     | 12  | 2ndLt | 6-A-29 |
| 6)   | 3002.04.06 | MANAGE AMMUNITION ACCOUNTABILITY   |      |     |    |     |     | 18  | 2ndLt | 6-A-30 |
| 7)   | 3002.04.07 | MANAGE ACCOUNTABILITY OF PACKAGED OPERATIONAL RATIONS (PORS)                         |      |     |    |     |     | 12  | 2ndLt | 6-A-31 |
| 8)   | 3002.04.08 | MANAGE PERSONAL EFFECTS  |      |     |    |     |     | 24  | 2ndLt | 6-A-31 |
| 9)   | 3002.04.09 | MANAGE PERMANENT ISSUE OF SPECIAL EQUIPMENT  |      |     |    |     |     | 12  | 2ndLt | 6-A-32 |
| 10)  | 3002.04.10 | MANAGE INDIVIDUAL CLOTHING RECORDS   |      |     |    |     |     | 24  | 2ndLt | 6-A-33 |
| 11)  | 3002.04.11 | MANAGE THE PUBLICATION LISTING FOR THE UNIT SUPPLY SECTION                           | X    |     |    |     |     | 12  | 2ndLt | 6-A-33 |
| 12)  | 3002.04.12 | ESTABLISH SUPPLY MOS SUSTAINMENT TRAINING  |      |     |    |     |     | 12  | 2ndLt | 6-A-34 |
| 13)  | 3002.04.13 | BRIEF COMMANDING OFFICER ON STATUS OF SUPPLY OPERATION                               |      |     |    |     |     | 12  | 2ndLt | 6-A-35 |
| <u>DUTY AREA 05 - COMBAT SERVICE SUPPORT: LT</u> |            |  |      |     |    |     |     |     |       |        |
| 1)   | 3002.05.01 | DEVELOP A SUPPLY SUPPORT PLAN TO SUPPORT MAGTF OPERATIONS                            | X    |     |    |     |     | 24  | 2ndLt | 6-A-36 |

Appendix A to  
ENCLOSURE (7)

| SEQ | TASK       | TITLE   | CORE | FLC | DL | PST | SUS | REQ BY | PAGE   |
|-----|------------|---|------|-----|----|-----|-----|--------|--------|
| 2)  | 3002.05.02 | PROVIDE SUPPLY FOCUSED COMBAT SERVICE SUPPORT INPUT IN MARITIME PREPOSITIONING FORCE (MPF) OPERATION PLANNING | X    |     |    |     | 12  | 2ndLt  | 6-A-37 |
| 3)  | 3002.05.03 | CONDUCT SUPPLY SUPPORT OPERATIONS WITHIN A COMBAT SERVICE SUPPORT ELEMENT (CSSE)                              | X    |     |    |     | 24  | 2ndLt  | 6-A-38 |
| 4)  | 3002.05.04 | MONITOR PREPARATION OF SUPPLIES FOR DEPLOYMENT  |      |     |    |     | 24  | 2ndLt  | 6-A-39 |
| 5)  | 3002.05.05 | MANAGE ACCOUNTABILITY OF UNIT MARITIME PREPOSITIONING FORCE (MPF) ASSETS                                      |      |     |    |     | 12  | 2ndLt  | 6-A-40 |
| 6)  | 3002.05.06 | SUPERVISE THE ESTABLISHMENT OF A FIELD WAREHOUSE  |      |     |    |     | 24  | 2ndLt  | 6-A-41 |

DUTY AREA 06 - INTERMEDIATE SUPPLY SUPPORT: LT

|    |            |  |  |  |  |  |    |       |        |
|----|------------|--|--|--|--|--|----|-------|--------|
| 1) | 3002.06.01 | MANAGE INITIAL ISSUE PROVISIONING (IIP) PROGRAM        |  |  |  |  | 24 | 2ndLt | 6-A-43 |
| 2) | 3002.06.02 | MONITOR REDISTRIBUTION OF REPARABLE ISSUE POINT ASSETS |  |  |  |  | 12 | 2ndLt | 6-A-43 |
| 3) | 3002.06.03 | MONITOR RECONCILIATION OF STORES ACCOUNTING RECORDS    |  |  |  |  | 12 | 2ndLt | 6-A-44 |

DUTY AREA 07 - STORAGE AND DISTRIBUTION: LT

|    |            |  |   |  |  |  |    |       |        |
|----|------------|--|---|--|--|--|----|-------|--------|
| 1) | 3002.07.01 | MONITOR MAINTENANCE OF STORED ASSETS   | X |  |  |  | 24 | 2ndLt | 6-A-45 |
| 2) | 3002.07.02 | MANAGE WAREHOUSE SAFETY PROCEDURES   | X |  |  |  | 12 | 2ndLt | 6-A-45 |
| 3) | 3002.07.03 | MANAGE HAZARDOUS MATERIAL  | X |  |  |  | 6  | 2ndLt | 6-A-46 |
| 4) | 3002.07.04 | MONITOR ELECTROSTATIC DISCHARGE (ESD) SENSITIVE DEVICES DURING HANDLING, STORAGE, AND TRANSPORTATION |   |  |  |  | 12 | 2ndLt | 6-A-47 |
| 5) | 3002.07.05 | ENSURE COMPLIANCE WITH THE RADIOLOGICAL AFFAIRS SUPPORT PROGRAM (RASP)                               |   |  |  |  | 24 | 2ndLt | 6-A-47 |

DUTY AREA 25 - COMBAT SERVICE SUPPORT: CAPT

|    |            |  |  |  |  |  |    |      |        |
|----|------------|--|--|--|--|--|----|------|--------|
| 1) | 3002.25.01 | PLAN COMBAT SUPPLY SUPPORT OPERATIONS                                  |  |  |  |  | 12 | Capt | 6-A-53 |
| 2) | 3002.25.02 | PLAN COMBAT SERVICE SUPPORT OPERATIONS IN A JOINT/COMBINED ENVIRONMENT |  |  |  |  | 12 | Capt | 6-A-54 |

DUTY AREA 26 - INTERMEDIATE SUPPLY SUPPORT: CAPT

|    |            |  |  |  |  |  |    |      |        |
|----|------------|--|--|--|--|--|----|------|--------|
| 1) | 3002.26.01 | DIRECT INTERMEDIATE STORAGE OPERATIONS   |  |  |  |  | 24 | Capt | 6-A-56 |
| 2) | 3002.26.02 | DIRECT INTERMEDIATE STOCK CONTROL OPERATIONS                                   |  |  |  |  | 36 | Capt | 6-A-56 |
| 3) | 3002.26.03 | DIRECT THE BUY REVIEW  |  |  |  |  | 36 | Capt | 6-A-57 |
| 4) | 3002.26.04 | ESTABLISH STOCK OBJECTIVES   |  |  |  |  | 24 | Capt | 6-A-58 |
| 5) | 3002.26.05 | SUPERVISE COMMERCIAL ITEM PROCUREMENT  |  |  |  |  | 24 | Capt | 6-A-58 |
| 6) | 3002.26.06 | DIRECT DISPOSAL OF UNSERVICEABLE ASSETS  |  |  |  |  | 24 | Capt | 6-A-59 |
| 7) | 3002.26.07 | MANAGE SECONDARY DEPOT LEVEL REPARABLES  |  |  |  |  | 12 | Capt | 6-A-59 |
| 8) | 3002.26.08 | DIRECT THE MATERIAL OBLIGATION VALIDATION (MOV) AND BACKORDER VALIDATION (BOV) |  |  |  |  | 6  | Capt | 6-A-60 |
| 9) | 3002.26.09 | MANAGE THE DEPLOYMENT SUPPORT UNIT   |  |  |  |  | 24 | Capt | 6-A-60 |

| SEQ  | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|--|------------|--|------|-----|----|-----|-----|-----|----|--------|
| <u>DUTY AREA 45 - COMBAT SERVICE SUPPORT: MAJOR</u>      |            |  |      |     |    |     |     |     |    |        |
| 1)   | 3002.45.01 | DEVELOP SUPPLY SUPPORT PLANS IN SUPPORT OF MULTIPLE AREAS OF OPERATION                     |      |     |    | 12  | Maj |     |    | 6-A-67 |
| 2)   | 3002.45.02 | MANAGE MAGTF WAR RESERVE MATERIEL  |      |     |    | 12  | Maj |     |    | 6-A-68 |
| 3)   | 3002.45.03 | MANAGE MARINE CORPS WAR RESERVE REQUIREMENTS   |      |     |    | 24  | Maj |     |    | 6-A-69 |
| <u>DUTY AREA 46 - INTERMEDIATE SUPPLY SUPPORT: MAJOR</u> |            |  |      |     |    |     |     |     |    |        |
| 1)   | 3002.46.01 | DIRECT AUTOMATED INFORMATION SYSTEM DATA PROCESSING  |      |     |    | 24  | Maj |     |    | 6-A-70 |
| 2)   | 3002.46.02 | DIRECT MAINTENANCE OF THE REPARABLE ISSUE POINT ASSETS AND RECORDS                         |      |     |    | 12  | Maj |     |    | 6-A-70 |
| <u>MOS 3010, GROUND SUPPLY OPERATIONS OFFICER</u>        |            |  |      |     |    |     |     |     |    |        |
| <u>DUTY AREA 01 - PROPERTY ACCOUNTING: WO</u>            |            |  |      |     |    |     |     |     |    |        |
| 1)   | 3010.01.01 | MANAGE ALLOWANCES  | X    |     |    | 24  | WO  |     |    | 6-B-1  |
| 2)   | 3010.01.02 | SUBMIT T/O&E CHANGE REQUESTS   | X    |     |    | 24  | WO  |     |    | 6-B-1  |
| 3)   | 3010.01.03 | MANAGE REDISTRIBUTIONS   | X    |     |    | 12  | WO  |     |    | 6-B-2  |
| 4)   | 3010.01.04 | DIRECT DISPOSAL OF DAMAGED OR DETERIORATED SUPPLIES AND EQUIPMENT                          | X    |     |    | 24  | WO  |     |    | 6-B-2  |
| 5)   | 3010.01.05 | MANAGE CONTROLLED ITEMS  | X    |     |    | 24  | WO  |     |    | 6-B-3  |
| 6)   | 3010.01.06 | MANAGE THE ROLLBACK OF EXCESS MATERIAL   | X    |     |    | 24  | WO  |     |    | 6-B-3  |
| 7)   | 3010.01.07 | MANAGE THE MAINTENANCE OF RESPONSIBLE OFFICER (RO) ACCOUNTS                                | X    |     |    | 24  | WO  |     |    | 6-B-4  |
| 8)   | 3010.01.08 | CONDUCT ANNUAL INVENTORY   | X    |     |    | 12  | WO  |     |    | 6-B-4  |
| 9)   | 3010.01.09 | CONDUCT SPOT/CYCLICAL INVENTORY  | X    |     |    | 12  | WO  |     |    | 6-B-5  |
| 10)  | 3010.01.10 | MAINTAIN MONEY VALUE GAIN/LOSS (MVGL) REPORT   | X    |     |    | 12  | WO  |     |    | 6-B-6  |
| 11)  | 3010.01.11 | MANAGE SUBSIDIARY RECORDS/SYSTEMS FOR NON-ISSUED SERIALIZED GEAR                           | X    |     |    | 24  | WO  |     |    | 6-B-6  |
| 12)  | 3010.01.12 | MAINTAIN SMALL ARMS REPORT   | X    |     |    | 24  | WO  |     |    | 6-B-7  |
| 13)  | 3010.01.13 | MANAGE TEMPORARY LOAN FILES  | X    |     |    | 24  | WO  |     |    | 6-B-8  |
| 14)  | 3010.01.14 | MANAGE NON-T/E ASSETS  |      |     |    | 12  | WO  |     |    | 6-B-8  |
| 15)  | 3010.01.15 | MANAGE THE CONTROL OF INDIVIDUAL EQUIPMENT   | X    |     |    | 24  | WO  |     |    | 6-B-9  |
| 16)  | 3010.01.16 | MANAGE SUPPLY RELATED INVESTIGATIONS   | X    |     |    | 24  | WO  |     |    | 6-B-10 |
| 17)  | 3010.01.17 | ASSIST IN MAINTAINING THE MARINE CORPS GROUND EQUIPMENT RESOURCE REPORTABLE (MCGERR) ITEMS | X    |     |    | 12  | WO  |     |    | 6-B-10 |
| 18)  | 3010.01.18 | ANALYZE PROPERTY ACCOUNTING REPORTS  | X    |     |    | 12  | WO  |     |    | 6-B-11 |
| <u>DUTY AREA 02 - REQUISITIONING: WO</u>                 |            |  |      |     |    |     |     |     |    |        |
| 1)   | 3010.02.01 | MANAGE PROCESSING OF ADDITIONAL DEMANDS  | X    |     |    | 24  | WO  |     |    | 6-B-12 |
| 2)   | 3010.02.02 | MANAGE UNIFORM MOVEMENT ISSUE AND PRIORITY SYSTEM  | X    |     |    | 36  | WO  |     |    | 6-B-12 |
| 3)   | 3010.02.03 | MANAGE MAINTENANCE OF REQUISITIONS   | X    |     |    | 24  | WO  |     |    | 6-B-13 |
| 4)   | 3010.02.04 | MANAGE DAILY MAINTENANCE TRANSACTIONS LIST   | X    |     |    | 12  | WO  |     |    | 6-B-13 |

Appendix A to  
ENCLOSURE (7)

| SEQ | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|-----|------------|--|------|-----|----|-----|-----|-----|----|--------|
| 5)  | 3010.02.05 | MANAGE THE RECONCILIATION OF THE MATERIAL OBLIGATION VALIDATION/BACKORDER VALIDATION |      |     |    |     |     | 24  | WO | 6-B-14 |
| 6)  | 3010.02.06 | MANAGE THE SUPPLY DISCREPANCY REPORT   | X    |     |    |     |     | 12  | WO | 6-B-14 |
| 7)  | 3010.02.07 | ANALYZE THE REQUISITION MANAGEMENT REPORTS   | X    |     |    |     |     | 36  | WO | 6-B-15 |

DUTY AREA 03 - FINANCIAL MANAGEMENT: WO

|     |            |  |   |  |  |  |  |    |    |        |
|-----|------------|--|---|--|--|--|--|----|----|--------|
| 1)  | 3010.03.01 | PREPARE ANNUAL BUDGET  | X |  |  |  |  | 12 | WO | 6-B-16 |
| 2)  | 3010.03.02 | EXECUTE BUDGET/SPENDING PLAN   | X |  |  |  |  | 24 | WO | 6-B-17 |
| 3)  | 3010.03.03 | CONDUCT MIDYEAR REVIEW   | X |  |  |  |  | 12 | WO | 6-B-17 |
| 4)  | 3010.03.04 | MANAGE FISCAL ACCOUNTABILITY   | X |  |  |  |  | 24 | WO | 6-B-18 |
| 5)  | 3010.03.05 | CONDUCT ANNUAL CLOSEOUT  | X |  |  |  |  | 12 | WO | 6-B-19 |
| 6)  | 3010.03.06 | MANAGE FISCAL FOR UNIT FUNDED EXERCISES                                    |   |  |  |  |  | 12 | WO | 6-B-19 |
| 7)  | 3010.03.07 | MANAGE FISCAL FOR EXTERNALLY FUNDED EXERCISES                              |   |  |  |  |  | 24 | WO | 6-B-20 |
| 8)  | 3010.03.08 | MANAGE REIMBURSABLE FUNDING  |   |  |  |  |  | 12 | WO | 6-B-22 |
| 9)  | 3010.03.09 | MANAGE THE UNIT'S GOVERNMENT CREDIT CARD PROGRAM                           |   |  |  |  |  | 12 | WO | 6-B-22 |
| 10) | 3010.03.10 | DIRECT PURCHASES USING THE GOVERNMENT CREDIT CARD                          |   |  |  |  |  | 12 | WO | 6-B-23 |
| 11) | 3010.03.11 | INITIATE PURCHASING AND CONTRACTING REQUESTS                               |   |  |  |  |  | 18 | WO | 6-B-24 |
| 12) | 3010.03.12 | MANAGE THE PROCUREMENT OF SUPPLIES THE DIRECT SUPPORT STOCK CONTROL (DSSC) | X |  |  |  |  | 18 | WO | 6-B-24 |
| 13) | 3010.03.13 | VALIDATE THE COLLECTION AND TURN IN OF GOVERNMENT FUNDS                    | X |  |  |  |  | 12 | WO | 6-B-25 |

DUTY AREA 04 - MISCELLANEOUS: WO

|     |            |  |   |  |  |  |  |    |    |        |
|-----|------------|--|---|--|--|--|--|----|----|--------|
| 1)  | 3010.04.01 | PREPARE SUPPLY OFFICER'S AND COMMANDING OFFICER'S CERTIFICATE OF RELIEF              | X |  |  |  |  | 24 | WO | 6-B-27 |
| 2)  | 3010.04.02 | PREPARE ENDORSEMENT ON OUTGOING SUPPLY OFFICER'S CERTIFICATE OF RELIEF               | X |  |  |  |  | 24 | WO | 6-B-27 |
| 3)  | 3010.04.03 | MAINTAIN REQUIRED LETTERS OF APPOINTMENT AND REVOCATION IN THE SUPPLY FIVE YEAR FILE | X |  |  |  |  | 24 | WO | 6-B-28 |
| 4)  | 3010.04.04 | MAINTAIN RESULTS OF AUDITS AND VERIFICATION  | X |  |  |  |  | 24 | WO | 6-B-29 |
| 5)  | 3010.04.05 | MANAGE PROCESSING OF MISSING/LOST/STOLEN/RECOVERED (MLSR) REPORTS                    | X |  |  |  |  | 12 | WO | 6-B-29 |
| 6)  | 3010.04.06 | MANAGE AMMUNITION ACCOUNTABILITY   |   |  |  |  |  | 18 | WO | 6-B-30 |
| 7)  | 3010.04.07 | MANAGE ACCOUNTABILITY OF PACKAGED OPERATIONAL RATIONS (PORS)                         |   |  |  |  |  | 12 | WO | 6-B-31 |
| 8)  | 3010.04.08 | MANAGE PERSONAL EFFECTS  | X |  |  |  |  | 24 | WO | 6-B-31 |
| 9)  | 3010.04.09 | MANAGE PERMANENT ISSUE OF SPECIAL EQUIPMENT  | X |  |  |  |  | 12 | WO | 6-B-32 |
| 10) | 3010.04.10 | MANAGE INDIVIDUAL CLOTHING RECORDS   |   |  |  |  |  | 24 | WO | 6-B-33 |
| 11) | 3010.04.11 | MANAGE THE PUBLICATION LISTING FOR THE UNIT SUPPLY SECTION                           | X |  |  |  |  | 12 | WO | 6-B-33 |
| 12) | 3010.04.12 | ESTABLISH SUPPLY MOS SUSTAINMENT TRAINING  |   |  |  |  |  | 12 | WO | 6-B-34 |
| 13) | 3010.04.13 | BRIEF COMMANDING OFFICER ON STATUS OF SUPPLY OPERATION                               |   |  |  |  |  | 12 | WO | 6-B-35 |



| SEQ   | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|---|------------|--|------|-----|----|-----|-----|-----|----|--------|
| <u>DUTY AREA 05 - COMBAT SERVICE SUPPORT: WO</u>      |            |  |      |     |    |     |     |     |    |        |
| 1)  | 3010.05.01 | PROVIDE SUPPLY SUPPORT CONCEPTS DURING X<br>COMBAT SERVICE SUPPORT OPERATIONS  |      |     |    |     | 24  | WO  |    | 6-B-36 |
| 2)  | 3010.05.02 | PROVIDE SUPPLY FOCUSED COMBAT SERVICE X<br>SUPPORT INPUT IN MARITIME PREPOSITIONING<br>FORCE (MPF) OPERATION PLANNING  |      |     |    |     | 12  | WO  |    | 6-B-37 |
| 3)  | 3010.05.03 | CONDUCT SUPPLY SUPPORT OPERATIONS WITHIN X<br>A COMBAT SERVICE SUPPORT ELEMENT (CSSE)  |      |     |    |     | 24  | WO  |    | 6-B-38 |
| 4)  | 3010.05.04 | MONITOR PREPARATION OF SUPPLIES FOR<br>DEPLOYMENT  |      |     |    |     | 24  | WO  |    | 6-B-39 |
| 5)  | 3010.05.05 | MANAGE ACCOUNTABILITY OF UNIT MARITIME<br>PREPOSITIONING FORCE (MPF) ASSETS  |      |     |    |     | 12  | WO  |    | 6-B-40 |
| 6)  | 3010.05.06 | SUPERVISE THE ESTABLISHMENT OF A FIELD<br>WAREHOUSE  |      |     |    |     | 24  | WO  |    | 6-B-41 |
| <u>DUTY AREA 06 - INTERMEDIATE SUPPLY SUPPORT: WO</u> |            |  |      |     |    |     |     |     |    |        |
| 1)  | 3010.06.01 | MANAGE INITIAL ISSUE PROVISIONING (IIP)<br>PROGRAM   |      |     |    |     | 24  | WO  |    | 6-B-43 |
| 2)  | 3010.06.02 | DIRECT DISPOSAL OF UNSERVICEABLE ASSETS  |      |     |    |     | 24  | WO  |    | 6-B-43 |
| 3)  | 3010.06.03 | MANAGE SECONDARY DEPOT LEVEL REPARABLES  |      |     |    |     | 12  | WO  |    | 6-B-44 |
| 4)  | 3010.06.04 | DIRECT THE MATERIAL OBLIGATION<br>VALIDATION (MOV) AND BACKORDER<br>VALIDATION (BOV)   |      |     |    |     | 6   | WO  |    | 6-B-45 |
| 5)  | 3010.06.05 | DIRECT MAINTENANCE OF THE REPARABLE<br>ISSUE POINT ASSETS AND RECORDS  |      |     |    |     | 12  | WO  |    | 6-B-45 |
| <u>DUTY AREA 07 - STORAGE AND DISTRIBUTION: WO</u>    |            |  |      |     |    |     |     |     |    |        |
| 1)  | 3010.07.01 | MONITOR MAINTENANCE OF STORED ASSETS   |      |     |    |     | 24  | WO  |    | 6-B-47 |
| 2)  | 3010.07.02 | MANAGE WAREHOUSE SAFETY PROCEDURES   |      |     |    |     | 12  | WO  |    | 6-B-47 |
| 3)  | 3010.07.03 | MANAGE HAZARDOUS MATERIAL  |      |     |    |     | 6   | WO  |    | 6-B-48 |
| 4)  | 3010.07.04 | MONITOR ELECTROSTATIC DISCHARGE (ESD)<br>SENSITIVE DEVICES DURING HANDLING,<br>STORAGE, AND TRANSPORTATION   |      |     |    |     | 12  | WO  |    | 6-B-49 |
| 5)  | 3010.07.05 | ENSURE COMPLIANCE WITH THE RADIOLOGICAL<br>AFFAIRS SUPPORT PROGRAM (RASP)  |      |     |    |     | 24  | WO  |    | 6-B-49 |
| <u>DUTY AREA 08 - INTERMEDIATE OPERATIONS: WO</u>     |            |  |      |     |    |     |     |     |    |        |
| 1)  | 3010.08.01 | SCHEDULE SASSY SUBSYSTEM AND DAILY<br>INVENTORY SYSTEM UPDATES WITH LOCAL<br>DEFENSE DATABASE MANAGEMENT ACTIVITIES<br>AND THE DEFENSE MEGA CENTER, ST LOUIS |      |     |    |     | 12  | WO  |    | 6-B-51 |
| 2)  | 3010.08.02 | SUPERVISE SUPPORTING MAINFRAME FILES<br>MAINTENANCE/UPDATES  |      |     |    |     | 12  | WO  |    | 6-B-52 |
| 3)  | 3010.08.03 | SUPERVISE DEVELOPMENT OF CLASS III<br>PROGRAMS   |      |     |    |     | 12  | WO  |    | 6-B-52 |
| 4)  | 3010.08.04 | MONITOR FUNCTIONAL SECURITY OF MAINFRAME<br>SYSTEMS  |      |     |    |     | 12  | WO  |    | 6-B-53 |
| 5)  | 3010.08.05 | COORDINATE ATCLASS FUNCTIONS   |      |     |    |     | 12  | WO  |    | 6-B-53 |
| 6)  | 3010.08.06 | COORDINATE CUSTOMER SERVICE FUNCTIONS  |      |     |    |     | 12  | WO  |    | 6-B-54 |

Appendix A to  
ENCLOSURE (7)

| SEQ TASK   | TITLE  | CORE FLC DL | PST SUS REQ BY | PAGE   |
|--|--|-------------|----------------|--------|
| <u>DUTY AREA 09 - INTERMEDIATE STOCK CONTROL: WO</u>   |  |             |                |        |
| 1) 3010.09.01  | MONITOR GENERAL ACCOUNT BALANCE FILE (GABF)                            |             | 6 WO           | 6-B-55 |
| 2) 3010.09.02  | MONITOR REPLENISHMENT STOCK REQUISITIONS VIA THE DOCUMENT CONTROL FILE |             | 12 WO          | 6-B-55 |
| 3) 3010.09.03  | MANAGE MARINE CORPS WAR RESERVE MATERIAL                               |             | 12 WO          | 6-B-56 |
| <u>DUTY AREA 10 - INTERMEDIATE STORAGE: WO</u>         |  |             |                |        |
| 1) 3010.10.01  | MONITOR INTERMEDIATE STORAGE OPERATIONS QUALITY CONTROL                |             | 24 WO          | 6-B-57 |
| 2) 3010.10.02  | MONITOR INTERMEDIATE STORAGE MATERIAL MANAGEMENT PROGRAMS              |             | 12 WO          | 6-B-57 |
| 3) 3010.10.03  | MONITOR INTERMEDIATE STORAGE SHIPPING AND RECEIVING                    |             | 12 WO          | 6-B-58 |
| 4) 3010.10.04  | MONITOR INTERMEDIATE STORAGE STOCKAGE DOCUMENT CONTROL                 |             | 24 WO          | 6-B-59 |
| 5) 3010.10.05  | DIRECT INTERMEDIATE STORAGE WAREHOUSE MODERNIZATION                    |             | 24 WO          | 6-B-60 |
| 6) 3010.10.06  | DIRECT INTERMEDIATE STORAGE OPERATIONS                                 |             | 24 WO          | 6-B-61 |
| 7) 3010.10.07  | MONITOR INTERMEDIATE STORAGE INVENTORY CONTROL                         |             | 12 WO          | 6-B-61 |
| <u>DUTY AREA 11 - REPAIRABLE ISSUE POINT: WO</u>       |  |             |                |        |
| 1) 3010.11.01  | MAINTAIN THE REPARABLE ISSUE POINT CONSOLIDATED ASSET LISTING          |             | 6 WO           | 6-B-63 |
| 2) 3010.11.02  | PROCESS CUSTOMER BACKORDERS  |             | 12 WO          | 6-B-63 |
| 3) 3010.11.03  | RECONCILE CUSTOMER BACKORDERS  |             | 12 WO          | 6-B-64 |
| 4) 3010.11.04  | RECONCILE MAINTENANCE DEMANDS LIST                                     |             | 12 WO          | 6-B-64 |
| 5) 3010.11.05  | MONITOR COMMERCIALLY REPAIRED ASSETS                                   |             | 12 WO          | 6-B-65 |
| 6) 3010.11.06  | PROCESS UNSERVICEABLE ASSETS   |             | 6 WO           | 6-B-65 |
| 7) 3010.11.07  | CONDUCT ITEM REVIEW/STOCKAGE COMPUTATION                               |             | 6 WO           | 6-B-65 |
| 8) 3010.11.08  | SUPERVISE REDISTRIBUTION OF ASSETS FOR GENERAL ACCOUNT (GA)            |             | 12 WO          | 6-B-66 |
| <u>DUTY AREA 25 - COMBAT SERVICE SUPPORT: CWO</u>      |  |             |                |        |
| 1) 3010.25.01  | PLAN COMBAT SUPPLY SUPPORT OPERATIONS                                  |             | 12 CWO2        | 6-B-72 |
| 2) 3010.25.02  | PLAN COMBAT SERVICE SUPPORT OPERATIONS IN A JOINT/COMBINED ENVIRONMENT |             | 12 CWO2        | 6-B-73 |
| <u>DUTY AREA 26 - INTERMEDIATE SUPPLY SUPPORT: CWO</u> |  |             |                |        |
| 1) 3010.26.01  | DIRECT INTERMEDIATE STORAGE OPERATIONS                                 |             | 24 CWO2        | 6-B-75 |
| 2) 3010.26.02  | DIRECT INTERMEDIATE STOCK CONTROL OPERATIONS                           |             | 36 CWO2        | 6-B-75 |
| 3) 3010.26.03  | DIRECT THE BUY REVIEW  |             | 36 CWO2        | 6-B-76 |
| 4) 3010.26.04  | ESTABLISH STOCK OBJECTIVES   |             | 24 CWO2        | 6-B-77 |
| 5) 3010.26.05  | SUPERVISE COMMERCIAL ITEM PROCUREMENT                                  |             | 24 CWO2        | 6-B-77 |
| 6) 3010.26.06  | MANAGE THE DEPLOYMENT SUPPORT UNIT                                     |             | 24 CWO2        | 6-B-78 |
| 7) 3010.26.07  | WRITE CLASS II PROGRAMS  |             | 6 CWO2         | 6-B-78 |
| 8) 3010.26.08  | MONITOR REDISTRIBUTION OF REPARABLE ISSUE POINT ASSETS                 |             | 12 CWO2        | 6-B-79 |

| SEQ | TASK       | TITLE   | CORE | FLC | DL | PST | SUS | REQ | BY   | PAGE   |
|-----|------------|---|------|-----|----|-----|-----|-----|------|--------|
| 9)  | 3010.26.09 | MONITOR RECONCILIATION OF STORES ACCOUNTING RECORDS |      |     |    |     |     | 12  | CWO2 | 6-B-80 |

DUTY AREA 27 - STORAGE AND DISTRIBUTION: CWO

|    |            |                                      |  |  |  |  |  |    |      |        |
|----|------------|--------------------------------------|--|--|--|--|--|----|------|--------|
| 1) | 3010.27.01 | MONITOR MAINTENANCE OF STORED ASSETS |  |  |  |  |  | 24 | CWO2 | 6-B-81 |
|----|------------|--------------------------------------|--|--|--|--|--|----|------|--------|

DUTY AREA 28 - INTERMEDIATE OPERATIONS: CWO

|    |            |                                  |  |  |  |  |  |    |      |        |
|----|------------|----------------------------------|--|--|--|--|--|----|------|--------|
| 1) | 3010.28.01 | SUPERVISE SASSY SYSTEM EXECUTION |  |  |  |  |  | 12 | CWO2 | 6-B-82 |
|----|------------|----------------------------------|--|--|--|--|--|----|------|--------|

DUTY AREA 29 - INTERMEDIATE STOCK CONTROL: CWO

|    |            |   |  |  |  |  |  |    |      |        |
|----|------------|---|--|--|--|--|--|----|------|--------|
| 1) | 3010.29.01 | SUPERVISE REQUIREMENTS DETERMINATION                          |  |  |  |  |  | 12 | CWO2 | 6-B-83 |
| 2) | 3010.29.02 | MANAGE MATERIALS RETURN PROGRAM                               |  |  |  |  |  | 12 | CWO2 | 6-B-83 |
| 3) | 3010.29.03 | MANAGE AN INTERMEDIATE LEVEL INITIAL ISSUE PROVISIONING (IIP) |  |  |  |  |  | 12 | CWO2 | 6-B-84 |

MOS 3043, SUPPLY ADMINISTRATION AND OPERATIONS CLERK

DUTY AREA 01 - PROPERTY ACCOUNTING: E1 TO E3

|     |            |  |   |  |  |  |  |    |     |       |
|-----|------------|--|---|--|--|--|--|----|-----|-------|
| 1)  | 3043.01.01 | RECONCILE UNIT ALLOWANCES  | X |  |  |  |  | 12 | Pvt | 6-C-1 |
| 2)  | 3043.01.02 | LOAD UNIT ALLOWANCES   | X |  |  |  |  | 24 | Pvt | 6-C-1 |
| 3)  | 3043.01.03 | MAINTAIN PROPERTY ACCOUNTING DOCUMENT                                    | X |  |  |  |  | 12 | Pvt | 6-C-2 |
| 4)  | 3043.01.04 | PROCESS REDISTRIBUTIONS  | X |  |  |  |  | 12 | Pvt | 6-C-3 |
| 5)  | 3043.01.05 | PROCESS ROLLBACK TRANSACTIONS  | X |  |  |  |  | 12 | Pvt | 6-C-3 |
| 6)  | 3043.01.06 | PROCESS DISPOSAL TRANSACTIONS  | X |  |  |  |  | 12 | Pvt | 6-C-4 |
| 7)  | 3043.01.07 | PROCESS CASH SALES FOR GOVERNMENT PROPERTY                               | X |  |  |  |  | 12 | Pvt | 6-C-5 |
| 8)  | 3043.01.08 | PROCESS ADJUSTMENT TRANSACTIONS (GAINS/LOSSES)                           | X |  |  |  |  | 12 | Pvt | 6-C-5 |
| 9)  | 3043.01.09 | MAINTAIN VOUCHER FILE  | X |  |  |  |  | 18 | Pvt | 6-C-6 |
| 10) | 3043.01.10 | MAINTAIN SUB-CUSTODY RECORDS   | X |  |  |  |  | 12 | Pvt | 6-C-6 |
| 11) | 3043.01.11 | COMPLETE AND MAINTAIN SUBSIDIARY RECORDS FOR NON-ISSUED SERIALIZED ITEMS | X |  |  |  |  | 12 | Pvt | 6-C-7 |
| 12) | 3043.01.12 | PREPARE INDIVIDUAL MEMORANDUM RECEIPT (IMR) CARD                         | X |  |  |  |  | 24 | Pvt | 6-C-7 |

DUTY AREA 02 - REQUISITIONING: E1 TO E3

|    |            |  |   |  |  |  |  |    |     |        |
|----|------------|--|---|--|--|--|--|----|-----|--------|
| 1) | 3043.02.01 | PERFORM TECHNICAL RESEARCH AND DATA LOAD   | X |  |  |  |  | 24 | Pvt | 6-C-9  |
| 2) | 3043.02.02 | VERIFY UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS) DESIGNATOR ASSIGNMENTS | X |  |  |  |  | 24 | Pvt | 6-C-9  |
| 3) | 3043.02.03 | PROCESS MECHANIZED ADDITIONAL DEMANDS  | X |  |  |  |  | 24 | Pvt | 6-C-10 |
| 4) | 3043.02.04 | PROCESS MARINE CORPS INTEGRATED MAINTENANCE MANAGEMENT (MIMMS) TRANSACTIONS                | X |  |  |  |  | 12 | Pvt | 6-C-11 |
| 5) | 3043.02.05 | PROCESS EDIT ERROR AND EXCEPTION LISTING   | X |  |  |  |  | 12 | Pvt | 6-C-11 |
| 6) | 3043.02.06 | RECONCILE DOCUMENT CONTROL FILE  | X |  |  |  |  | 12 | Pvt | 6-C-12 |
| 7) | 3043.02.07 | PROCESS REQUISITION FOLLOW UPS/ MODIFICATIONS/ CANCELLATIONS                               | X |  |  |  |  | 12 | Pvt | 6-C-12 |
| 8) | 3043.02.08 | PROCESS RECEIPTS   | X |  |  |  |  | 12 | Pvt | 6-C-13 |
| 9) | 3043.02.09 | MAINTAIN PROOF OF DELIVERY (POD)   | X |  |  |  |  | 12 | Pvt | 6-C-13 |

Appendix A to  
ENCLOSURE (7)

| SEQ | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|-----|------------|--|------|-----|----|-----|-----|-----|----|--------|
| 10) | 3043.02.10 | PROCESS A SUPPLY DISCREPANCY REPORT (SDR)                                |      |     |    |     | 12  | Pvt |    | 6-C-14 |
| 11) | 3043.02.11 | PROCESS MATERIAL OBLIGATION VALIDATION (MOV)/BACK ORDER VALIDATION (BOV) | X    |     |    |     | 12  | Pvt |    | 6-C-14 |
| 12) | 3043.02.12 | PROCESS SELF-SERVICE CENTER SHOPPING LIST                                |      |     |    |     | 12  | Pvt |    | 6-C-15 |
| 13) | 3043.02.13 | PROCESS WALK-THRU ADDITIONAL DEMANDS                                     | X    |     |    |     | 12  | Pvt |    | 6-C-16 |
| 14) | 3043.02.14 | PROCESS OPEN PURCHASE REQUESTS   | X    |     |    |     | 12  | Pvt |    | 6-C-16 |

DUTY AREA 03 - FISCAL MANAGEMENT: E1 TO E3

|    |            |  |   |  |  |  |    |     |  |        |
|----|------------|--|---|--|--|--|----|-----|--|--------|
| 1) | 3043.03.01 | PERFORM STANDARD ACCOUNTING, BUDGETING, AND REPORTING SYSTEM (SABRS) FISCAL PROCEDURES | X |  |  |  | 12 | Pvt |  | 6-C-18 |
| 2) | 3043.03.02 | MAINTAIN FISCAL REPORT   | X |  |  |  | 12 | Pvt |  | 6-C-18 |

DUTY AREA 04 - MISCELLANEOUS: E1 TO E3

|    |            |  |  |  |  |  |    |     |  |        |
|----|------------|--|--|--|--|--|----|-----|--|--------|
| 1) | 3043.04.01 | PERFORM SASSY/ATLASS QUARTERLY RECONCILIATION    |  |  |  |  | 12 | Pvt |  | 6-C-20 |
| 2) | 3043.04.02 | MAINTAIN SUPPLY SECTION PUBLICATION LISTING (PL) |  |  |  |  | 12 | Pvt |  | 6-C-20 |

DUTY AREA 21 - PROPERTY ACCOUNTING: NCO

|     |            |   |   |  |  |  |    |     |  |        |
|-----|------------|---|---|--|--|--|----|-----|--|--------|
| 1)  | 3043.21.01 | VALIDATE REQUEST FOR TABLE OF ORGANIZATION AND EQUIPMENT (TO&E) CHANGE                  | X |  |  |  | 12 | Cpl |  | 6-C-26 |
| 2)  | 3043.21.02 | CHALLENGE INACCURATE ALLOWANCE DATA   | X |  |  |  | 12 | Cpl |  | 6-C-26 |
| 3)  | 3043.21.03 | SUPERVISE MAINTANENCE OF THE PROPERTY CONTROL DOCUMENT                                  | X |  |  |  | 12 | Cpl |  | 6-C-27 |
| 4)  | 3043.21.04 | MAINTAIN EDIT ERROR AND EXCEPTION LISTINGS  | X |  |  |  | 24 | Cpl |  | 6-C-27 |
| 5)  | 3043.21.05 | MONITOR ADJUSTMENT TRANSACTIONS   | X |  |  |  | 24 | Cpl |  | 6-C-28 |
| 6)  | 3043.21.06 | MAINTAIN MONEY VALUE GAIN/LOSS (MVGLN) NOTICE REPORTS                                   | X |  |  |  | 18 | Cpl |  | 6-C-29 |
| 7)  | 3043.21.07 | MAINTAIN VOUCHER FILE   | X |  |  |  | 18 | Cpl |  | 6-C-29 |
| 8)  | 3043.21.08 | MAINTAIN MARINE CORPS SMALL ARMS REPORT   | X |  |  |  | 12 | Cpl |  | 6-C-30 |
| 9)  | 3043.21.09 | PREPARE EQUIPMENT CUSTODY RECORD (ECR) CARD   |   |  |  |  | 18 | Cpl |  | 6-C-30 |
| 10) | 3043.21.10 | ACCOUNT FOR MORALE, WELFARE, AND RECREATION (MWR) EQUIPMENT                             |   |  |  |  | 12 | Cpl |  | 6-C-31 |
| 11) | 3043.21.11 | PROCESS MISSING, LOST, STOLEN, RECOVERED (MLSR) PROPERTY REPORT                         | X |  |  |  | 12 | Cpl |  | 6-C-32 |
| 12) | 3043.21.12 | MAINTAIN CURRENT AUTHORIZATION FILE OF PERSONNEL AUTHORIZED TO RECEIPT/TURN IN MATERIAL |   |  |  |  | 24 | Cpl |  | 6-C-32 |
| 13) | 3043.21.13 | PROCESS LETTERS OF UNSERVICEABILITY PROPERTY  | X |  |  |  | 24 | Cpl |  | 6-C-33 |

DUTY AREA 22 - REQUISITIONING: NCO

|    |            |  |   |  |  |  |    |     |  |        |
|----|------------|--|---|--|--|--|----|-----|--|--------|
| 1) | 3043.22.01 | VALIDATE MECHANIZED ADDITIONAL DEMANDS   | X |  |  |  | 18 | Cpl |  | 6-C-34 |
| 2) | 3043.22.02 | VERIFY UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS) DESIGNATOR ASSIGNMENTS | X |  |  |  | 18 | Cpl |  | 6-C-34 |
| 3) | 3043.22.03 | MANAGE EDIT ERROR AND EXCEPTION LISTINGS   | X |  |  |  | 12 | Cpl |  | 6-C-35 |

Appendix A to  
ENCLOSURE (7)

| SEQ | TASK       | TITLE                                     | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|-----|------------|---|------|-----|----|-----|-----|-----|----|--------|
| 4)  | 3043.22.04 | RECONCILE CUSTOMER DEMANDS                | X    |     |    |     | 12  | Cpl |    | 6-C-35 |
| 5)  | 3043.22.05 | MANAGE DOCUMENT CONTROL FILE (DCF)        | X    |     |    |     | 12  | Cpl |    | 6-C-36 |
| 6)  | 3043.22.06 | PROCESS A SUPPLY DISCREPANCY REPORT (SDR) |      |     |    |     | 12  | Cpl |    | 6-C-37 |

DUTY AREA 23 - FISCAL MANAGEMENT: NCO

|    |            |  |   |  |  |  |    |     |  |        |
|----|------------|--|---|--|--|--|----|-----|--|--------|
| 1) | 3043.23.01 | PERFORM STANDARD ACCOUNTING, BUDGETING, AND REPORTING SYSTEM (SABRS) FISCAL PROCEDURES | X |  |  |  | 12 | Cpl |  | 6-C-38 |
| 2) | 3043.23.02 | VERIFY FISCAL REPORTS  | X |  |  |  | 12 | Cpl |  | 6-C-38 |

DUTY AREA 24 - MISCELLANEOUS: NCO

|     |            |  |   |  |  |  |    |     |  |        |
|-----|------------|--|---|--|--|--|----|-----|--|--------|
| 1)  | 3043.24.01 | MANAGE SUPPLY SECTION PUBLICATION LISTING                                      |   |  |  |  | 12 | Cpl |  | 6-C-40 |
| 2)  | 3043.24.02 | VERIFY THE PROCESSING OF CASH COLLECTION VOUCHERS                              | X |  |  |  | 18 | Cpl |  | 6-C-40 |
| 3)  | 3043.24.03 | MAINTAIN PERSONAL EFFECTS CONTROL PROCEDURES                                   | X |  |  |  | 12 | Cpl |  | 6-C-41 |
| 4)  | 3043.24.04 | ACCOUNT FOR PACKAGED OPERATIONAL RATIONS (POR)                                 |   |  |  |  | 18 | Cpl |  | 6-C-42 |
| 5)  | 3043.24.05 | ACCOUNT FOR CLASS V(W) AMMUNITION  |   |  |  |  | 12 | Cpl |  | 6-C-43 |
| 6)  | 3043.24.06 | PROCESS INDIVIDUAL CLOTHING REQUISITIONS                                       |   |  |  |  | 18 | Cpl |  | 6-C-43 |
| 7)  | 3043.24.07 | PREPARE NAVMC 631/631A INDIVIDUAL CLOTHING RECORD                              |   |  |  |  | 18 | Cpl |  | 6-C-44 |
| 8)  | 3043.24.08 | MAINTAIN CONTROL OF SERIALIZED BLANK FORMS                                     |   |  |  |  | 12 | Cpl |  | 6-C-44 |
| 9)  | 3043.24.09 | SUPERVISE TRAINING OF SUPPLY PERSONNEL   |   |  |  |  | 12 | Cpl |  | 6-C-45 |
| 10) | 3043.24.10 | GENERATE ROUTINE AUTOMATED SUPPLY SYSTEM MANAGEMENT REPORTS                    |   |  |  |  | 12 | Cpl |  | 6-C-46 |
| 11) | 3043.24.11 | MANAGE THE EXECUTION OF AUTOMATED SUPPLY SYSTEMS                               | X |  |  |  | 12 | Cpl |  | 6-C-47 |
| 12) | 3043.24.12 | USE THE ASSET TRACKING FOR LOGISTICS AND SUPPLY SYSTEM (ATLASS) AD HOC FEATURE |   |  |  |  | 12 | Cpl |  | 6-C-47 |
| 13) | 3043.24.13 | PROCESS GSA ADMINISTRATIVE SUPPLIES PHONE REQUEST                              | X |  |  |  | 24 | Sgt |  | 6-C-48 |

DUTY AREA 25 - COMBAT SERVICE SUPPORT: NCO

|    |            |  |  |  |  |  |    |     |  |        |
|----|------------|--|--|--|--|--|----|-----|--|--------|
| 1) | 3043.25.01 | DEVELOP SUPPLY SUPPORT PLANS IN SUPPORT OF COMBAT SERVICE SUPPORT OPERATIONS |  |  |  |  | 12 | Sgt |  | 6-C-49 |
| 2) | 3043.25.02 | PROVIDE REQUIRED SUSTAINMENT FOR A DEPLOYING FORCE                           |  |  |  |  | 24 | Sgt |  | 6-C-49 |

DUTY AREA 26 - INTERMEDIATE SUPPLY SUPPORT OPERATIONS: NCO

|    |            |   |  |  |  |  |    |     |  |        |
|----|------------|---|--|--|--|--|----|-----|--|--------|
| 1) | 3043.26.01 | COORDINATE REVIEW OF CLASS I MODULE OUTPUT ERRORS                           |  |  |  |  | 12 | Cpl |  | 6-C-51 |
| 2) | 3043.26.02 | UPDATE MASTER HEADER INFORMATION FILE (MHIF)                                |  |  |  |  | 12 | Cpl |  | 6-C-51 |
| 3) | 3043.26.03 | PREPARE PARAMETER TRANSACTIONS FOR SASSY CYCLE PROCESSING                   |  |  |  |  | 12 | Cpl |  | 6-C-51 |
| 4) | 3043.26.04 | PROCESS STRATIFICATION DATA FOR STOCK FUNDED INTERMEDIATE SUPPLY ACTIVITIES |  |  |  |  | 24 | Cpl |  | 6-C-52 |

Appendix A to  
ENCLOSURE (7)

| SEQ | TASK       | TITLE   | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|-----|------------|---|------|-----|----|-----|-----|-----|----|--------|
| 5)  | 3043.26.05 | MAINTAIN BALANCE STORES ACCOUNTING SYSTEM                                 |      |     |    |     | 24  | Cpl |    | 6-C-53 |
| 6)  | 3043.26.06 | MANAGE REDISTRIBUTION FOR GENERAL ACCOUNT                                 |      |     |    |     | 12  | Cpl |    | 6-C-53 |
| 7)  | 3043.26.07 | PROCESS DISPOSITION INSTRUCTIONS FOR MATERIAL RETURNS PROGRAM (MRP) ITEMS |      |     |    |     | 24  | Cpl |    | 6-C-54 |
| 8)  | 3043.26.08 | AUDIT OPERATING STOCK LISTING   |      |     |    |     | 12  | Cpl |    | 6-C-55 |
| 9)  | 3043.26.09 | COORDINATE EXECUTION OF CLASS I DATA BASE UPDATE                          |      |     |    |     | 12  | Cpl |    | 6-C-55 |
| 10) | 3043.26.10 | SUPERVISE CLASS 1 MONTHLY FIELD CHANGE PROBLEMS                           |      |     |    |     | 12  | Cpl |    | 6-C-56 |
| 11) | 3043.26.11 | SUPERVISE INITIAL ISSUE PROVISIONING (IIP) PROJECT ITEM DISTRIBUTION      | X    |     |    |     | 36  | Sgt |    | 6-C-56 |

DUTY AREA 28 - REPAIRABLE ISSUE POINT: NCO

|    |            |   |  |  |  |  |    |     |  |        |
|----|------------|---|--|--|--|--|----|-----|--|--------|
| 1) | 3043.28.01 | MAINTAIN THE REPAIRABLE ISSUE POINT CONSOLIDATED ASSET LISTING (CAL)        |  |  |  |  | 12 | Cpl |  | 6-C-59 |
| 2) | 3043.28.02 | MAINTAIN THE REPAIRABLE ISSUE POINT (RIP) MAINTENANCE DOCUMENT CONTROL FILE |  |  |  |  | 12 | Cpl |  | 6-C-59 |
| 3) | 3043.28.03 | MAINTAIN GENERAL ACCOUNT BALANCE FILE (GABF)                                |  |  |  |  | 12 | Cpl |  | 6-C-60 |
| 4) | 3043.28.04 | PROCESS COMMERCIAL VENDOR REPAIRABLES                                       |  |  |  |  | 12 | Cpl |  | 6-C-60 |
| 5) | 3043.28.05 | PROCESS REDISTRIBUTION FOR REPAIRABLE ISSUE POINT                           |  |  |  |  | 12 | Cpl |  | 6-C-61 |
| 6) | 3043.28.06 | PROCESS CUSTOMER BACKORDERS FOR SECONDARY REPAIRABLES                       |  |  |  |  | 12 | Cpl |  | 6-C-62 |
| 7) | 3043.28.07 | PROCESS UNSERVICEABLE SECONDARY REPAIRABLES                                 |  |  |  |  | 12 | Cpl |  | 6-C-62 |
| 8) | 3043.28.08 | RECONCILE CUSTOMER BACKORDER RECONCILIATIONS                                |  |  |  |  | 12 | Cpl |  | 6-C-63 |

DUTY AREA 41 - PROPERTY ACCOUNTING: SNCO

|     |            |  |   |  |  |  |    |      |  |        |
|-----|------------|--|---|--|--|--|----|------|--|--------|
| 1)  | 3043.41.01 | VALIDATE REQUESTS FOR TABLE OF ORGANIZATION AND EQUIPMENT (TO&E) CHANGES | X |  |  |  | 12 | SSgt |  | 6-C-64 |
| 2)  | 3043.41.02 | REVIEW ALLOWANCE DATA  | X |  |  |  | 24 | SSgt |  | 6-C-64 |
| 3)  | 3043.41.03 | CONVERT PLANNED TO ACTUAL ALLOWANCES                                     | X |  |  |  | 12 | SSgt |  | 6-C-65 |
| 4)  | 3043.41.04 | MANAGE ORGANIC PROPERTY CONTROL DOCUMENT                                 | X |  |  |  | 24 | SSgt |  | 6-C-65 |
| 5)  | 3043.41.05 | COORDINATE REDISTRIBUTION OF EQUIPMENT                                   | X |  |  |  | 24 | SSgt |  | 6-C-66 |
| 6)  | 3043.41.06 | SUPERVISE THE DISPOSITION OF CONTROLLED EXCESS ITEMS                     | X |  |  |  | 24 | SSgt |  | 6-C-67 |
| 7)  | 3043.41.07 | SUPERVISE DISPOSAL TRANSACTIONS  | X |  |  |  | 24 | SSgt |  | 6-C-68 |
| 8)  | 3043.41.08 | SUPERVISE ROLLBACK PROCESS   | X |  |  |  | 24 | SSgt |  | 6-C-68 |
| 9)  | 3043.41.09 | EXECUTE ANNUAL PHYSICAL INVENTORY  | X |  |  |  | 36 | SSgt |  | 6-C-69 |
| 10) | 3043.41.10 | SUPERVISE VOUCHER FILE   |   |  |  |  | 36 | SSgt |  | 6-C-70 |
| 11) | 3043.41.11 | SUPERVISE THE CONSOLIDATED MEMORANDUM RECEIPT (CMR) RECORDS              | X |  |  |  | 12 | SSgt |  | 6-C-70 |
| 12) | 3043.41.12 | PROCESS REPORTS OF INVESTIGATION FILES                                   | X |  |  |  | 36 | SSgt |  | 6-C-71 |
| 13) | 3043.41.13 | SUPERVISE MARINE CORPS SMALL ARMS REPORT SUBMISSION                      | X |  |  |  | 12 | SSgt |  | 6-C-71 |
| 14) | 3043.41.14 | SUPERVISE MISSING, LOST, STOLEN, RECOVERED (MLSR) PROPERTY REPORT        |   |  |  |  | 36 | SSgt |  | 6-C-72 |
| 15) | 3043.41.15 | ANALYZE SUPPLY MANAGEMENT REPORTS  | X |  |  |  | 12 | SSgt |  | 6-C-72 |

| SEQ | TASK       | TITLE   | CORE | FLC | DL | PST | SUS | REQ  | BY | PAGE   |
|-----|------------|---|------|-----|----|-----|-----|------|----|--------|
| 16) | 3043.41.16 | RESOLVE SUPPLY RELATED MARINE CORPS<br>READINESS EVALUATION (MARES) REPORTING<br>PROBLEMS | X    |     |    |     | 12  | SSgt |    | 6-C-73 |
| 17) | 3043.41.17 | MAINTAIN CONTROL OF MISCELLANEOUS<br>COMMODITIES  | X    |     |    |     | 24  | SSgt |    | 6-C-74 |

DUTY AREA 42 - REQUISITIONING: SNCO

|    |            |   |   |  |  |  |    |      |  |        |
|----|------------|---|---|--|--|--|----|------|--|--------|
| 1) | 3043.42.01 | ENSURE COMPLIANCE WITH UNIFORM MATERIAL<br>MOVEMENT AND ISSUE PRIORITY SYSTEM<br>(UMMIPS) DESIGNATOR ASSIGNMENTS  | X |  |  |  | 36 | SSgt |  | 6-C-75 |
| 2) | 3043.42.02 | SUPERVISE MECHANIZED ADDITIONAL DEMANDS   | X |  |  |  | 36 | SSgt |  | 6-C-75 |
| 3) | 3043.42.03 | SUPERVISE MARINE CORPS INTERGRATED<br>MAINTENANCE MANAGEMENT (MIMMS)<br>TRANSACTIONS                              | X |  |  |  | 12 | SSgt |  | 6-C-76 |
| 4) | 3043.42.04 | AUTHENTICATE THE CUSTOMER DEMANDS   | X |  |  |  | 36 | SSgt |  | 6-C-76 |
| 5) | 3043.42.05 | ENSURE MATERIAL OBLIGATION VALIDATION<br>(MOV) AND BACKORDER VALIDATION (BOV) ARE<br>PROCESSED IN A TIMELY MANNER | X |  |  |  | 12 | SSgt |  | 6-C-77 |
| 6) | 3043.42.06 | PROCESS RECEIPTS  | X |  |  |  | 12 | SSgt |  | 6-C-77 |
| 7) | 3043.42.07 | PROCESS MAINTENANCE PART REQUEST FOR<br>SUPPLY HELD ITEMS   | X |  |  |  | 12 | SSgt |  | 6-C-78 |
| 8) | 3043.42.08 | ANALYZE REQUISITION MANAGEMENT REPORTS  |   |  |  |  | 36 | SSgt |  | 6-C-79 |
| 9) | 3043.42.09 | MONITOR PRE EXPENDED BIN (PEB)  |   |  |  |  | 36 | SSgt |  | 6-C-79 |

DUTY AREA 43 - FISCAL MANAGEMENT: SNCO

|    |            |   |   |  |  |  |    |      |  |        |
|----|------------|---|---|--|--|--|----|------|--|--------|
| 1) | 3043.43.01 | PREPARE AN ANNUAL BUDGET                        |   |  |  |  | 12 | SSgt |  | 6-C-81 |
| 2) | 3043.43.02 | SUBMIT MIDYEAR BUDGET REVIEW                    |   |  |  |  | 12 | SSgt |  | 6-C-81 |
| 3) | 3043.43.03 | MAINTAIN SUPPORT AGREEMENT FUNDING<br>DOCUMENTS | X |  |  |  | 24 | SSgt |  | 6-C-82 |
| 4) | 3043.43.04 | MAINTAIN INTERSERVICE SUPPORT AGREEMENTS        | X |  |  |  | 24 | SSgt |  | 6-C-82 |

DUTY AREA 44 - MISCELLANEOUS: SNCO

|    |            |  |   |  |  |  |    |      |  |        |
|----|------------|--|---|--|--|--|----|------|--|--------|
| 1) | 3043.44.01 | MAINTAIN CERTIFICATE OF RELIEF                                       |   |  |  |  | 36 | SSgt |  | 6-C-84 |
| 2) | 3043.44.02 | MAINTAIN FILE OF AUDIT AND VERIFICATION<br>LETTERS                   |   |  |  |  | 36 | SSgt |  | 6-C-84 |
| 3) | 3043.44.03 | MAINTAIN LETTERS OF APPOINTMENT AND<br>REVOCATION                    |   |  |  |  | 36 | SSgt |  | 6-C-85 |
| 4) | 3043.44.04 | SUPERVISE PERSONAL EFFECTS CONTROL<br>PROCEDURES                     | X |  |  |  | 12 | SSgt |  | 6-C-85 |
| 5) | 3043.44.05 | DIRECT TRAINING OF SUPPLY PERSONNEL                                  | X |  |  |  | 12 | SSgt |  | 6-C-86 |
| 6) | 3043.44.06 | MONITOR PERSONNEL PERFORMING SUPPLY<br>FUNCTIONS                     | X |  |  |  | 12 | SSgt |  | 6-C-87 |
| 7) | 3043.44.07 | EVALUATE EFFICIENCY OF SUPPLY OPERATION                              | X |  |  |  | 36 | SSgt |  | 6-C-88 |
| 8) | 3043.44.08 | ANALYZE DATA PROCESSING PROBLEMS AT<br>USING UNIT                    | X |  |  |  | 12 | SSgt |  | 6-C-88 |
| 9) | 3043.44.09 | PREPARE BILLS OF LADING FOR COMMERCIAL<br>TRANSPORTATION OF SUPPLIES |   |  |  |  | 12 | SSgt |  | 6-C-89 |

DUTY AREA 45 - COMBAT SERVICE SUPPORT: SNCO

|    |            |  |   |  |  |  |    |      |  |        |
|----|------------|--|---|--|--|--|----|------|--|--------|
| 1) | 3043.45.01 | DEVELOP SUPPLY SUPPORT PLANS IN SUPPORT<br>OF MULTIPLE AREAS OF OPERATIONS | X |  |  |  | 12 | SSgt |  | 6-C-90 |
|----|------------|--|---|--|--|--|----|------|--|--------|

| SEQ | TASK       | TITLE   | CORE | FLC | DL | PST | SUS | REQ  | BY | PAGE   |
|-----|------------|---|------|-----|----|-----|-----|------|----|--------|
| 2)  | 3043.45.02 | PROVIDE REQUIRED SUSTAINMENT FOR A<br>DEPLOYING FORCE   | X    |     |    |     | 24  | SSgt |    | 6-C-90 |
| 3)  | 3043.45.03 | SUPERVISE THE SUPPLY SUPPORT PROGRESS<br>WITH FORCE DEPLOYMENT PLANNING AND<br>EXECUTION SYSTEMS, MAGTF II, LOGAIS MDSS<br>II, AUTOMATED SUPPLY SYSTEMS | X    |     |    |     | 24  | SSgt |    | 6-C-90 |
| 4)  | 3043.45.04 | DISTRIBUTE PREPOSITIONED EQUIPMENT,<br>REMAIN BEHIND EQUIPMENT (LBE), OR LEAVE<br>BEHIND EQUIPMENT (LBE)  | X    |     |    |     | 24  | SSgt |    | 6-C-91 |

DUTY AREA 46 - INTERMEDIATE SUPPLY SUPPORT: SNCO

|    |            |   |   |  |  |  |    |      |  |        |
|----|------------|---|---|--|--|--|----|------|--|--------|
| 1) | 3043.46.01 | MAINTAIN GENERAL ACCOUNT BALANCE FILE<br>(GABF)                                       | X |  |  |  | 12 | SSgt |  | 6-C-93 |
| 2) | 3043.46.02 | PROCESS DISPOSITION INSTRUCTIONS FOR<br>MATERIAL RETURNS PROGRAM (MRP) ITEMS          | X |  |  |  | 36 | SSgt |  | 6-C-93 |
| 3) | 3043.46.03 | CONDUCT ITEM REVIEW AND STORAGE<br>COMPUTATION  |   |  |  |  | 24 | SSgt |  | 6-C-94 |
| 4) | 3043.46.04 | ANALYZE DATA PROCESSING PROBLEMS AT THE<br>SASSY MANAGEMENT UNIT (SMU)                | X |  |  |  | 12 | SSgt |  | 6-C-95 |
| 5) | 3043.46.05 | PERFORM DATA AND APPLICATION SECURITY   |   |  |  |  | 12 | SSgt |  | 6-C-95 |
| 6) | 3043.46.06 | ANALYZE DATA PROCESSING PROBLEMS AT<br>SASSY MANAGEMENT UNIT (SMU) GENERAL<br>ACCOUNT | X |  |  |  | 12 | SSgt |  | 6-C-96 |
| 7) | 3043.46.07 | MAINTAIN REPARABLE ISSUE POINT ASSETS<br>AND RECORDS                                  | X |  |  |  | 12 | SSgt |  | 6-C-96 |

DUTY AREA 47 - STORAGE AND DISTRIBUTION: SNCO

|    |            |  |   |  |  |  |    |      |  |        |
|----|------------|--|---|--|--|--|----|------|--|--------|
| 1) | 3043.47.01 | VERIFY ALL LOW DENSITY (LD) REQUIREMENTS | X |  |  |  | 36 | SSgt |  | 6-C-98 |
|----|------------|--|---|--|--|--|----|------|--|--------|

MOS 3044, PURCHASING AND CONTRACTING SPECIALIST

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

|     |            |   |  |  |  |  |    |      |  |       |
|-----|------------|---|--|--|--|--|----|------|--|-------|
| 2)  | 3044.01.02 | REVIEW/DISTRIBUTE CORRESPONDENCE                              |  |  |  |  | 36 | Sgt  |  | 6-D-1 |
| 3)  | 3044.01.03 | PREPARE MONTHLY PROCUREMENT SUMMARY<br>REPORT (DD FORM 1057)  |  |  |  |  | 12 | Sgt  |  | 6-D-2 |
| 6)  | 3044.01.06 | PERFORM ANNUAL BLANKET PURCHASE<br>AGREEMENT (BPA) FILE AUDIT |  |  |  |  | 12 | SSgt |  | 6-D-3 |
| 9)  | 3044.01.09 | PREPARE CASE FILE FOR UNAUTHORIZED<br>COMMITMENT              |  |  |  |  | 12 | Sgt  |  | 6-D-5 |
| 10) | 3044.01.10 | PROCESS CONGRESSIONAL INQUIRIES                               |  |  |  |  | 12 | MSgt |  | 6-D-5 |
| 11) | 3044.01.11 | MAINTAIN VENDOR CATALOGS                                      |  |  |  |  | 12 | Sgt  |  | 6-D-6 |
| 12) | 3044.01.12 | ENSURE SAFEKEEPING OF QUOTATIONS AND<br>BIDS                  |  |  |  |  | 36 | Sgt  |  | 6-D-6 |

DUTY AREA 02 - PERSONNEL MANAGEMENT AND TRAINING

|    |            |  |  |  |  |  |    |       |  |       |
|----|------------|--|--|--|--|--|----|-------|--|-------|
| 1) | 3044.02.01 | ESTABLISH GOVERNMENT WIDE COMMERCIAL<br>PURCHASE CARD (GCPC) PROGRAM |  |  |  |  | 36 | Sgt   |  | 6-D-8 |
| 2) | 3044.02.02 | DIRECT PERSONNEL ADMINISTERING<br>PURCHASING FUNCTIONS               |  |  |  |  | 36 | GySgt |  | 6-D-8 |



| SEQ | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ   | BY | PAGE   |
|-----|------------|--|------|-----|----|-----|-----|-------|----|--------|
| 3)  | 3044.02.03 | PROVIDE INSTRUCTIONS ON PURCHASING PROCEDURES AND REGULATIONS TO USING UNITS |      |     |    |     | 36  | GySgt |    | 6-D-9  |
| 4)  | 3044.02.04 | PERFORM AS PURCHASING/ORDER OFFICER  |      |     |    |     | 36  | GySgt |    | 6-D-9  |
| 5)  | 3044.02.05 | CONDUCT PURCHASING AND CONTRACTING ON-THE-JOB TRAINING (OJT) PROGRAM         |      |     |    |     | 36  | GySgt |    | 6-D-10 |
| 6)  | 3044.02.06 | REVIEW WEEKLY BUYERS PRODUCTION/STATUS REPORT                                |      |     |    |     | 12  | MSgt  |    | 6-D-10 |
| 7)  | 3044.02.07 | PROCESS APPOINTMENT LETTERS  |      |     |    |     | 36  | Sgt   |    | 6-D-11 |

DUTY AREA 05 - FORMAL CONTRACT FUNTIONS

|    |            |  |  |  |  |  |    |       |  |        |
|----|------------|--|--|--|--|--|----|-------|--|--------|
| 1) | 3044.05.01 | PROCESS PURCHASE REQUESTS FOR FOREIGN MADE PRODUCTS        |  |  |  |  | 12 | GySgt |  | 6-D-18 |
| 2) | 3044.05.02 | PREPARE DELINQUENCY LETTER                                 |  |  |  |  | 24 | GySgt |  | 6-D-18 |
| 3) | 3044.05.03 | PREPARE INDIVIDUAL PROCUREMENT ACTION REPORT (DD FORM 350) |  |  |  |  | 12 | GySgt |  | 6-D-19 |
| 4) | 3044.05.04 | PREPARE PROTEST CASE FILES                                 |  |  |  |  | 24 | GySgt |  | 6-D-19 |
| 5) | 3044.05.05 | PREPARE REQUEST FOR PROPOSAL (RFP)                         |  |  |  |  | 12 | SSgt  |  | 6-D-20 |
| 6) | 3044.05.06 | AWARD INVITATION FOR BID (IFB)                             |  |  |  |  | 12 | SSgt  |  | 6-D-20 |
| 7) | 3044.05.07 | ADMINISTER CONTRACTS                                       |  |  |  |  | 12 | SSgt  |  | 6-D-21 |

MOS 3051, WAREHOUSE CLERK

DUTY AREA 01 - FACILITIES AND EQUIPMENT: E1 TO E3

|    |            |   |   |  |  |  |    |     |  |       |
|----|------------|---|---|--|--|--|----|-----|--|-------|
| 1) | 3051.01.01 | PERFORM PEST CONTROL PROCEDURES           | X |  |  |  | 12 | Pvt |  | 6-E-1 |
| 2) | 3051.01.02 | OPERATE MATERIAL HANDLING EQUIPMENT (MHE) | X |  |  |  | 12 | Pvt |  | 6-E-1 |

DUTY AREA 02 - QUALITY CONTROL: E1 TO E3

|    |            |  |   |  |  |  |    |     |  |       |
|----|------------|--|---|--|--|--|----|-----|--|-------|
| 1) | 3051.02.01 | PROCESS UNSERVICEABLE EQUIPMENT                      | X |  |  |  | 12 | Pvt |  | 6-E-3 |
| 2) | 3051.02.02 | PERFORM CARE IN STORAGE PROCEDURES                   | X |  |  |  | 12 | Pvt |  | 6-E-3 |
| 3) | 3051.02.03 | PALLETIZE SUPPLY MATERIAL                            | X |  |  |  | 12 | Pvt |  | 6-E-4 |
| 4) | 3051.02.04 | MAINTAIN COMPATIBILITY OF STORED MATERIEL ASSETS     | X |  |  |  | 12 | Pvt |  | 6-E-4 |
| 5) | 3051.02.05 | MODIFY STORAGE CONTAINERS                            |   |  |  |  | 12 | Pvt |  | 6-E-5 |
| 6) | 3051.02.06 | MAINTAIN HAZARDOUS MATERIAL IN RECEIVING AND STORAGE |   |  |  |  | 12 | Pvt |  | 6-E-5 |
| 7) | 3051.02.07 | PERFORM OUTDOOR STORAGE PROCEDURES                   | X |  |  |  | 12 | Pvt |  | 6-E-6 |

DUTY AREA 03 - LOCATION SYSTEMS: E1 TO E3

|    |            |   |   |  |  |  |    |     |  |        |
|----|------------|---|---|--|--|--|----|-----|--|--------|
| 1) | 3051.03.01 | MARK WAREHOUSE STORAGE CONTAINERS           | X |  |  |  | 12 | Pvt |  | 6-E-7  |
| 2) | 3051.03.02 | APPLY WAREHOUSE GRID LOCATION MARKINGS      | X |  |  |  | 12 | Pvt |  | 6-E-7  |
| 3) | 3051.03.03 | ATTACH BAR CODES TO STORAGE BINS/RACKS      |   |  |  |  | 24 | Pvt |  | 6-E-8  |
| 4) | 3051.03.04 | ATTACH LOCATION CARDS TO STORAGE CONTAINERS | X |  |  |  | 12 | Pvt |  | 6-E-8  |
| 5) | 3051.03.05 | PREPARE SUPPLIES FOR STORAGE                |   |  |  |  | 12 | Pvt |  | 6-E-8  |
| 6) | 3051.03.06 | ESTABLISH A LOCATION FOR ITEMS              | X |  |  |  | 12 | Pvt |  | 6-E-9  |
| 7) | 3051.03.07 | ESTABLISH LOCATOR FILE                      | X |  |  |  | 12 | Pvt |  | 6-E-10 |
| 8) | 3051.03.08 | MAINTAIN STOCK LOCATOR DECK                 | X |  |  |  | 12 | Pvt |  | 6-E-10 |
| 9) | 3051.03.09 | PERFORM LOCATION ADDITION                   | X |  |  |  | 12 | Pvt |  | 6-E-11 |

Appendix A to  
ENCLOSURE (7)

| SEQ  | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ    | BY | PAGE |
|--|------------|--|------|-----|----|-----|-----|--------|----|------|
| <u>DUTY AREA 04 - INVENTORY PROCEDURES: E1 TO E3</u> |            |  |      |     |    |     |     |        |    |      |
| 1)   | 3051.04.01 | PERFORM LOCATION CONSOLIDATION   |      |     |    | 12  | Pvt | 6-E-12 |    |      |
| 2)   | 3051.04.02 | PERFORM LOCATION VERIFICATION  |      |     |    | 12  | Pvt | 6-E-12 |    |      |
| 3)   | 3051.04.03 | PERFORM INVENTORY PROCEDURES   | X    |     |    | 12  | Pvt | 6-E-13 |    |      |
| 4)   | 3051.04.04 | MAINTAIN INVENTORY PRINTOUTS   |      |     |    | 12  | Pvt | 6-E-13 |    |      |
| 5)   | 3051.04.05 | MAINTAIN CHESTS, KITS, SETS, AND ASSEMBLIES  | X    |     |    | 12  | Pvt | 6-E-14 |    |      |
| <u>DUTY AREA 05 - RECEIVING MATERIALS: E1 TO E3</u>  |            |  |      |     |    |     |     |        |    |      |
| 1)   | 3051.05.01 | PROCESS MULTIPACKS   | X    |     |    | 12  | Pvt | 6-E-15 |    |      |
| 2)   | 3051.05.02 | PERFORM QUALITY CONTROL ON INCOMING SUPPLY MATERIAL                                | X    |     |    | 12  | Pvt | 6-E-15 |    |      |
| 3)   | 3051.05.03 | PROCESS MATERIAL RELEASE ORDER (MRO)   | X    |     |    | 12  | Pvt | 6-E-16 |    |      |
| 4)   | 3051.05.04 | SEGREGATE SPECIAL HANDLING MATERIALS   | X    |     |    | 12  | Pvt | 6-E-16 |    |      |
| 5)   | 3051.05.05 | SEGREGATE ITEMS FOR ISSUE TO CUSTOMER  | X    |     |    | 12  | Pvt | 6-E-17 |    |      |
| 6)   | 3051.05.06 | MAINTAIN PROOF OF DELIVERY (POD) FILE  | X    |     |    | 12  | Pvt | 6-E-17 |    |      |
| 7)   | 3051.05.07 | PROCESS REPORT OF PROPERTY RECEIVED (RPR)  |      |     |    | 12  | Pvt | 6-E-18 |    |      |
| 8)   | 3051.05.08 | PROCESS RETURNED CLOTHING  |      |     |    | 12  | Pvt | 6-E-18 |    |      |
| 9)   | 3051.05.09 | PROCESS WALK-THRU REQUISITIONS   |      |     |    | 12  | Pvt | 6-E-19 |    |      |
| 10)  | 3051.05.10 | COORDINATE CUSTOMER ROLLBACKS  | X    |     |    | 12  | Pvt | 6-E-19 |    |      |
| 11)  | 3051.05.11 | PROCESS ROLL-BACK RECEIPTS   | X    |     |    | 12  | Pvt | 6-E-20 |    |      |
| <u>DUTY AREA 06 - ISSUING MATERIALS: E1 TO E3</u>    |            |  |      |     |    |     |     |        |    |      |
| 1)   | 3051.06.01 | ISSUE SUPPLIES AND EQUIPMENT   | X    |     |    | 12  | Pvt | 6-E-21 |    |      |
| 2)   | 3051.06.02 | PREPARE EQUIPMENT CUSTODY RECEIPT (ECR) CARD                                       | X    |     |    | 12  | Pvt | 6-E-21 |    |      |
| 3)   | 3051.06.03 | FILE EQUIPMENT CUSTODY RECORD (ECR)(NAVMC 10359)                                   | X    |     |    | 12  | Pvt | 6-E-22 |    |      |
| 4)   | 3051.06.04 | PREPARE LOCAL FORM FOR INDIVIDUAL ISSUES   | X    |     |    | 12  | Pvt | 6-E-22 |    |      |
| 5)   | 3051.06.05 | CONDUCT RECONCILIATION BETWEEN LOCAL INDIVIDUAL ISSUE RECORD AND UNIT ALPHA ROSTER | X    |     |    | 12  | Pvt | 6-E-23 |    |      |
| 6)   | 3051.06.06 | PERFORM CHECKOUT PROCEDURES  | X    |     |    | 12  | Pvt | 6-E-23 |    |      |
| 7)   | 3051.06.07 | PERFORM CLOTHING ISSUE PROCEDURES  |      |     |    | 12  | Pvt | 6-E-24 |    |      |
| <u>DUTY AREA 07 - WAREHOUSE OPERATIONS: E1 TO E3</u> |            |  |      |     |    |     |     |        |    |      |
| 1)   | 3051.07.01 | MAINTAIN WAREHOUSE SECURITY  | X    |     |    | 12  | Pvt | 6-E-26 |    |      |
| 2)   | 3051.07.02 | DISPOSE OF DAMAGED OR DETERIORATED SUPPLIES  | X    |     |    | 12  | Pvt | 6-E-26 |    |      |
| 3)   | 3051.07.03 | PERFORM PREPARATION FOR EMBARKATION PROCEDURES                                     |      |     |    | 12  | Pvt | 6-E-26 |    |      |
| 4)   | 3051.07.04 | IDENTIFY UNIT EQUIPMENT FOR REPAIR   | X    |     |    | 12  | Pvt | 6-E-27 |    |      |
| 5)   | 3051.07.05 | PERFORM DATA COLLECTION  | X    |     |    | 12  | Pvt | 6-E-28 |    |      |
| <u>DUTY AREA 21 - FACILITIES AND EQUIPMENT: NCO</u>  |            |  |      |     |    |     |     |        |    |      |
| 1)   | 3051.21.01 | PERFORM INSPECTION ON STORAGE FACILITY   |      |     |    | 12  | Cpl | 6-E-29 |    |      |
| 2)   | 3051.21.02 | SUPERVISE MATERIAL HANDLING EQUIPMENT (MHE) PREVENTIVE MAINTENANCE PROGRAM         |      |     |    | 12  | Cpl | 6-E-29 |    |      |
| 3)   | 3051.21.03 | PROVIDE INPUT ON FUNCTIONAL REQUIREMENTS FOR MILITARY WAREHOUSE CONSTRUCTION       |      |     |    | 36  | Sgt | 6-E-30 |    |      |

| SEQ   | TASK       | TITLE   | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|---|------------|---|------|-----|----|-----|-----|-----|----|--------|
| 4)  | 3051.21.04 | PREPARE WAREHOUSE PLANOGRAPH                                      |      |     |    |     | 12  | Sgt |    | 6-E-30 |
| 5)  | 3051.21.05 | COMPUTE WAREHOUSE NET STORAGE SPACE AREA                          | X    |     |    |     | 36  | Sgt |    | 6-E-31 |
| 6)  | 3051.21.06 | MONITOR THE WAREHOUSE SPACE CONTROL SYSTEM                        | X    |     |    |     | 36  | Sgt |    | 6-E-31 |
| 7)  | 3051.21.07 | ANALYZE MATERIAL HANDLING EQUIPMENT (MHE) REQUIREMENTS            | X    |     |    |     | 24  | Sgt |    | 6-E-32 |
| 8)  | 3051.21.08 | SUPERVISE MATERIAL HANDLING EQUIPMENT (MHE) USAGE                 | X    |     |    |     | 12  | Sgt |    | 6-E-33 |
| 9)  | 3051.21.09 | DETERMINE MATERIAL HANDLING EQUIPMENT (MHE) REQUIREMENTS          | X    |     |    |     | 24  | Sgt |    | 6-E-33 |
| <u>DUTY AREA 22 - QUALITY CONTROL: NCO</u>      |            |   |      |     |    |     |     |     |    |        |
| 1)  | 3051.22.01 | MAINTAIN SECURE STORAGE OF SMALL ARMS COMPONENTS                  |      |     |    |     | 12  | Cpl |    | 6-E-34 |
| 2)  | 3051.22.02 | MAINTAIN PROPER STORAGE OF MEDICAL SUPPLIES                       |      |     |    |     | 12  | Cpl |    | 6-E-34 |
| 3)  | 3051.22.03 | PROCESS MAINTENANCE PART REQUEST FOR SUPPLY HELD ITEMS            | X    |     |    |     | 12  | Cpl |    | 6-E-35 |
| 4)  | 3051.22.04 | PREPARE MAINTENANCE ORDER   | X    |     |    |     | 12  | Cpl |    | 6-E-35 |
| <u>DUTY AREA 23 - LOCATION SYSTEMS: NCO</u>     |            |   |      |     |    |     |     |     |    |        |
| 1)  | 3051.23.01 | SUPERVISE LOCATION SURVEY PROCEDURES                              |      |     |    |     | 12  | Sgt |    | 6-E-37 |
| 2)  | 3051.23.02 | SUPERVISE EMBARKATION PROCEDURES                                  | X    |     |    |     | 12  | Sgt |    | 6-E-37 |
| 3)  | 3051.23.03 | STAGE SUPPLY MATERIAL   |      |     |    |     | 18  | Sgt |    | 6-E-38 |
| <u>DUTY AREA 24 - INVENTORY PROCEDURES: NCO</u> |            |   |      |     |    |     |     |     |    |        |
| 1)  | 3051.24.01 | PROVIDE INVENTORY CONTROL FOR PACKAGED OPERATIONAL RATIONS (PORS) | X    |     |    |     | 6   | Cpl |    | 6-E-39 |
| 2)  | 3051.24.02 | PERFORM PERSONAL EFFECTS CONTROL PROCEDURES                       | X    |     |    |     | 12  | Cpl |    | 6-E-39 |
| 3)  | 3051.24.03 | PERFORM UNIFORM RECOVERY FOR PERSONNEL DISCHARGED OTH             | X    |     |    |     | 6   | Cpl |    | 6-E-40 |
| 4)  | 3051.24.04 | SUPERVISE INVENTORY OPERATIONS                                    |      |     |    |     | 12  | Sgt |    | 6-E-41 |
| <u>DUTY AREA 25 - RECEIVING MATERIALS: NCO</u>  |            |   |      |     |    |     |     |     |    |        |
| 1)  | 3051.25.01 | MATERIALS AND EQUIPMENT DELIVERY AND RECEIPT                      | X    |     |    |     | 12  | Cpl |    | 6-E-42 |
| 2)  | 3051.25.02 | PREPARE REPORT OF DISCREPANCY (ROD)                               |      |     |    |     | 12  | Cpl |    | 6-E-42 |
| 3)  | 3051.25.03 | SUPERVISE RECEIVING OPERATIONS                                    |      |     |    |     | 12  | Sgt |    | 6-E-43 |
| 4)  | 3051.25.04 | SUPERVISE SHIPPING OPERATIONS                                     |      |     |    |     | 12  | Sgt |    | 6-E-43 |
| <u>DUTY AREA 26 - ISSUING MATERIAL: NCO</u>     |            |   |      |     |    |     |     |     |    |        |
| 1)  | 3051.26.01 | SUPERVISE ISSUE OF INDIVIDUAL EQUIPMENT                           | X    |     |    |     | 12  | Sgt |    | 6-E-45 |
| <u>DUTY AREA 27 - WAREHOUSE OPERATIONS: NCO</u> |            |   |      |     |    |     |     |     |    |        |
| 1)  | 3051.27.01 | PREPARE ISSUE TRANSACTION DOCUMENT                                |      |     |    |     | 12  | Cpl |    | 6-E-46 |
| 2)  | 3051.27.02 | SUPERVISE WAREHOUSE SAFETY PROGRAM                                |      |     |    |     | 12  | Cpl |    | 6-E-46 |
| 3)  | 3051.27.03 | MAINTAIN WAREHOUSE PUBLICATIONS                                   |      |     |    |     | 12  | Cpl |    | 6-E-47 |
| 4)  | 3051.27.04 | SUPERVISE STORAGE OPERATIONS                                      |      |     |    |     | 12  | Sgt |    | 6-E-47 |
| 5)  | 3051.27.05 | VERIFY STOCK DENIALS  | X    |     |    |     | 24  | Sgt |    | 6-E-48 |

Appendix A to  
ENCLOSURE (7)

| SEQ | TASK       | TITLE   | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|-----|------------|---|------|-----|----|-----|-----|-----|----|--------|
| 6)  | 3051.27.06 | SUPERVISE LOCATION ADDITION PROCEDURES            | X    |     |    |     | 12  | Sgt |    | 6-E-48 |
| 7)  | 3051.27.07 | SUPERVISE LOCATION CONSOLIDATION PROCEDURES       | X    |     |    |     | 12  | Sgt |    | 6-E-49 |
| 8)  | 3051.27.08 | SUPERVISE WAREHOUSE SECURITY PROCEDURES           |      |     |    |     | 12  | Sgt |    | 6-E-49 |
| 9)  | 3051.27.09 | SUPERVISE CARE IN STORAGE PROCEDURES              | X    |     |    |     | 12  | Sgt |    | 6-E-50 |
| 10) | 3051.27.10 | FORMULATE SUPPORT REQUIREMENTS FOR DEPLOYED UNITS |      |     |    |     | 12  | Sgt |    | 6-E-50 |
| 11) | 3051.27.11 | ESTABLISH FIELD SUPPLY BEACH AND PORT STATION     | X    |     |    |     | 12  | Sgt |    | 6-E-51 |
| 12) | 3051.27.12 | BREAK DOWN FIELD WAREHOUSE                        |      |     |    |     | 12  | Sgt |    | 6-E-52 |
| 13) | 3051.27.13 | SUPERVISE WAREHOUSE MODERNIZATION PROCEDURES      |      |     |    |     | 12  | Sgt |    | 6-E-52 |
| 14) | 3051.27.14 | PREPARE MANAFEST FOR MOUNT OUT MATERIALS          |      |     |    |     | 12  | Sgt |    | 6-E-53 |

DUTY AREA 43 - LOCATION SYSTEMS: SNCO

|    |            |  |   |  |  |  |    |      |  |        |
|----|------------|--|---|--|--|--|----|------|--|--------|
| 1) | 3051.43.01 | RECOMMEND LOCATION FOR FIELD WAREHOUSE | X |  |  |  | 24 | SSgt |  | 6-E-56 |
| 2) | 3051.43.02 | ESTABLISH FIELD WAREHOUSE              | X |  |  |  | 18 | SSgt |  | 6-E-56 |

DUTY AREA 44 - INVENTORY PROCEDURES

|    |            |                                |   |  |  |  |    |      |  |        |
|----|------------|--------------------------------|---|--|--|--|----|------|--|--------|
| 1) | 3051.44.01 | REPORT INVENTORY DISCREPANCIES | X |  |  |  | 18 | SSgt |  | 6-E-58 |
|----|------------|--------------------------------|---|--|--|--|----|------|--|--------|

DUTY AREA 47 - WAREHOUSE OPERATIONS: SNCO

|    |            |   |   |  |  |  |    |      |  |        |
|----|------------|---|---|--|--|--|----|------|--|--------|
| 1) | 3051.47.01 | ESTABLISH WAREHOUSE SECURITY PROCEDURES                 |   |  |  |  | 12 | SSgt |  | 6-E-61 |
| 2) | 3051.47.02 | SUPERVISE TRAINING OF SUPPLY PERSONNEL                  | X |  |  |  | 12 | SSgt |  | 6-E-61 |
| 3) | 3051.47.03 | PROVIDE REQUIRED SUSTAINMENT FOR A DEPLOYING FORCE      | X |  |  |  | 18 | SSgt |  | 6-E-62 |
| 4) | 3051.47.04 | DEVELOP SUPPLY SUPPORT PLANS FOR COMBAT SERVICE SUPPORT | X |  |  |  | 12 | SSgt |  | 6-E-63 |

MOS 3052, PACKAGING SPECIALIST

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS: E1 TO E3

|    |            |  |   |  |  |  |    |     |  |       |
|----|------------|--|---|--|--|--|----|-----|--|-------|
| 1) | 3052.01.01 | RESEARCH PUBLICATIONS, DIRECTIVES, AND CORRESPONDENCE TO IDENTIFY HAZARDOUS MATERIAL | X |  |  |  | 12 | Pvt |  | 6-F-1 |
|----|------------|--|---|--|--|--|----|-----|--|-------|

DUTY AREA 05 - MATERIAL PRESERVATION AND PACKAGING: E1 TO E3

|    |            |  |   |  |  |  |    |     |  |       |
|----|------------|--|---|--|--|--|----|-----|--|-------|
| 1) | 3052.05.01 | PERFORM PARTIAL DISASSEMBLY OF COMPONENTS FOR PRESERVATION AND PACKAGING | X |  |  |  | 18 | Pvt |  | 6-F-5 |
| 2) | 3052.05.02 | PERFORM C-1 (ANY APPLICABLE PROCESS) CLEANING PROCESS                    | X |  |  |  | 12 | Pvt |  | 6-F-5 |
| 3) | 3052.05.03 | PERFORM C-3 (SOLVENT) CLEANING PROCESS                                   | X |  |  |  | 12 | Pvt |  | 6-F-6 |
| 4) | 3052.05.04 | PERFORM C-5 SOLVENT CLEANING FOLLOWED BY FINGERPRINT REMOVAL             | X |  |  |  | 12 | Pvt |  | 6-F-6 |
| 5) | 3052.05.05 | PERFORM C-8 (PERSPIRATION AND FINGERPRINT REMOVAL) CLEANING PROCESS      | X |  |  |  | 12 | Pvt |  | 6-F-7 |
| 6) | 3052.05.06 | PERFORM C-9 (ALKALINE) CLEANING PROCESS                                  | X |  |  |  | 12 | Pvt |  | 6-F-8 |
| 7) | 3052.05.07 | PERFORM C-12 (EMULSION) CLEANING PROCESS                                 | X |  |  |  | 12 | Pvt |  | 6-F-8 |
| 8) | 3052.05.08 | PERFORM C-14 (STEAM) CLEANING PROCESS                                    | X |  |  |  | 12 | Pvt |  | 6-F-9 |

Appendix A to  
ENCLOSURE (7)

| SEQ  | TASK       | TITLE   | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|--|------------|---|------|-----|----|-----|-----|-----|----|--------|
| 9)   | 3052.05.09 | PERFORM C-15 (ABRASIVE BLAST) CLEANING PROCESS                                | X    |     |    |     | 12  | Pvt |    | 6-F-10 |
| 10)  | 3052.05.10 | PERFORM C-17 (SOFT GRIT BLAST) CLEANING PROCESS                               | X    |     |    |     | 12  | Pvt |    | 6-F-10 |
| 11)  | 3052.05.11 | PERFORM D-1 (PREPARED COMPRESSED AIR) DRYING PROCEDURES                       | X    |     |    |     | 12  | Pvt |    | 6-F-11 |
| 12)  | 3052.05.12 | PERFORM D-2 (OVEN) DRYING PROCEDURES  | X    |     |    |     | 12  | Pvt |    | 6-F-11 |
| 13)  | 3052.05.13 | PERFORM D-3 (INFRARED LAMP) DRYING PROCEDURES                                 | X    |     |    |     | 12  | Pvt |    | 6-F-12 |
| 14)  | 3052.05.14 | PERFORM D-4 (WIPING) DRYING PROCEDURES  | X    |     |    |     | 12  | Pvt |    | 6-F-12 |
| 15)  | 3052.05.15 | PERFORM D-5 (DRAINING) DRYING PROCEDURES                                      | X    |     |    |     | 12  | Pvt |    | 6-F-13 |
| 16)  | 3052.05.16 | PERFORM METHOD 10 (MECHANICAL OR PHYSICAL PROTECTION ONLY) PRESERVATION       | X    |     |    |     | 12  | Pvt |    | 6-F-13 |
| 17)  | 3052.05.17 | PERFORM METHOD 31 (WATERPROOF BAG, SEALED) PRESERVATION                       | X    |     |    |     | 12  | Pvt |    | 6-F-14 |
| 18)  | 3052.05.18 | PERFORM METHOD 32 (CONTAINER ENCLOSED IN WATERPROOF BAG, SEALED) PRESERVATION |      |     |    |     | 12  | Pvt |    | 6-F-15 |
| 19)  | 3052.05.19 | PERFORM METHOD 33 (GREASEPROOF, WATERPROOF BAG, SEALED) PRESERVATION          | X    |     |    |     | 12  | Pvt |    | 6-F-16 |
| 20)  | 3052.05.20 | PERFORM METHOD 41 (WATER-VAPORPROOF BAG, SEALED) PRESERVATION                 |      |     |    |     | 12  | Pvt |    | 6-F-16 |
| 21)  | 3052.05.21 | PERFORM METHOD 42 (CONTAINER, BAG, SEALED) PRESERVATION                       | X    |     |    |     | 12  | Pvt |    | 6-F-17 |
| 22)  | 3052.05.22 | PERFORM METHOD 43 (FLOATING WATERPROOF BAG, SPILLED) PRESERVATION             | X    |     |    |     | 12  | Pvt |    | 6-F-18 |
| 23)  | 3052.05.23 | PERFORM METHOD 44 (RIGID CONTAINER OTHER THAN ALL METAL, SEALED) PRESERVATION | X    |     |    |     | 12  | Pvt |    | 6-F-19 |
| 24)  | 3052.05.24 | PERFORM METHOD 51 (CUSHIONED ITEM, WATERPROOF BAG, SEALED) PRESERVATION       |      |     |    |     | 12  | Pvt |    | 6-F-19 |
| 25)  | 3052.05.25 | PERFORM METHOD 52 (CONTAINER, WATERPROOF BAG, SEALED, CONTAINER) PRESERVATION | X    |     |    |     | 12  | Pvt |    | 6-F-20 |
| 26)  | 3052.05.26 | PERFORM METHOD 53 (FLOATING WATERPROOF BAG, SEALED) PRESERVATION              |      |     |    |     | 12  | Pvt |    | 6-F-21 |
| 27)  | 3052.05.27 | PERFORM METHOD 54 (RIGID CONTAINER OTHER THAN ALL METAL, SEALED) PRESERVATION | X    |     |    |     | 12  | Pvt |    | 6-F-22 |
| 28)  | 3052.05.28 | PERFORM METHOD 55 (RIGID METAL CONTAINER, SEAL D) PRESERVATION                | X    |     |    |     | 12  | Pvt |    | 6-F-23 |
| 29)  | 3052.05.29 | PERFORM LEVEL A PACKAGING   |      |     |    |     | 12  | Pvt |    | 6-F-24 |
| 30)  | 3052.05.30 | PERFORM LEVEL B PACKAGING   |      |     |    |     | 12  | Pvt |    | 6-F-24 |
| 31)  | 3052.05.31 | PERFORM LEVEL C PACKAGING   |      |     |    |     | 12  | Pvt |    | 6-F-25 |
| 32)  | 3052.05.32 | PERFORM ELECTROSTATIC DISCHARGE PACKAGING                                     |      |     |    |     | 12  | Pvt |    | 6-F-25 |
| 33)  | 3052.05.33 | PRESERVE MOTOR VEHICLES   | X    |     |    |     | 12  | Pvt |    | 6-F-26 |
| 34)  | 3052.05.34 | PRESERVE/PACKAGE MOTOR VEHICLE COLLATERAL EQUIPMENT                           | X    |     |    |     | 12  | Pvt |    | 6-F-27 |
| 35)  | 3052.05.35 | APPLY PRESERVATIVE  | X    |     |    |     | 12  | Pvt |    | 6-F-27 |
| <u>DUTY AREA 06 - MATERIAL PACKAGING: E1 TO E3</u> |            |   |      |     |    |     |     |     |    |        |
| 1)   | 3052.06.01 | FABRICATE CASE LINER  | X    |     |    |     | 18  | Pvt |    | 6-F-29 |
| 2)   | 3052.06.02 | PREPARE PROTECTIVE BARRIERS   | X    |     |    |     | 18  | Pvt |    | 6-F-29 |
| 3)   | 3052.06.03 | INSTALL CUSHIONING IN THE SHIPPING CONTAINER                                  | X    |     |    |     | 18  | Pvt |    | 6-F-30 |
| 4)   | 3052.06.04 | FABRICATE AN INTERIOR SHROUD  | X    |     |    |     | 18  | Pvt |    | 6-F-30 |
| 5)   | 3052.06.05 | INSTALL BLOCKING IN THE SHIPPING CONTAINER                                    | X    |     |    |     | 18  | Pvt |    | 6-F-30 |

Appendix A to  
ENCLOSURE (7)

| SEQ  | TASK       | TITLE  | CORE | FLC | DL | PST | SUS | REQ | BY | PAGE   |
|--|------------|--|------|-----|----|-----|-----|-----|----|--------|
| 6)   | 3052.06.06 | INSTALL BRACING IN THE SHIPPING CONTAINER                            | X    |     |    |     | 18  | Pvt |    | 6-F-31 |
| 7)   | 3052.06.07 | SEAL BARRIER MATERIAL  | X    |     |    |     | 18  | Pvt |    | 6-F-31 |
| <u>DUTY AREA 07 - PREPARATION FOR SHIPMENT FUNCTIONS: E1 TO E3</u> |            |  |      |     |    |     |     |     |    |        |
| 1)   | 3052.07.01 | WATERPROOF SHIPPING CONTAINERS                                       | X    |     |    |     | 18  | Pvt |    | 6-F-33 |
| 2)   | 3052.07.02 | SEAL FIBERBOARD SHIPPING CONTAINERS                                  | X    |     |    |     | 18  | Pvt |    | 6-F-33 |
| 3)   | 3052.07.03 | STRAP FIBERBOARD/WOOD SHIPPING CONTAINERS                            | X    |     |    |     | 18  | Pvt |    | 6-F-33 |
| 4)   | 3052.07.04 | WEIGH AND CUBE SHIPPING CONTAINERS                                   | X    |     |    |     | 18  | Pvt |    | 6-F-34 |
| 5)   | 3052.07.05 | FABRICATE MARKING STENCILS   | X    |     |    |     | 36  | Pvt |    | 6-F-34 |
| 6)   | 3052.07.06 | MARK SHIPPING CONTAINERS   | X    |     |    |     | 18  | Pvt |    | 6-F-35 |
| 7)   | 3052.07.07 | PALLETIZE SHIPPING CONTAINERS  | X    |     |    |     | 18  | Pvt |    | 6-F-35 |
| <u>DUTY AREA 21 - ADMINISTRATIVE FUNCTIONS: NCO</u>                |            |  |      |     |    |     |     |     |    |        |
| 1)   | 3052.21.01 | PREPARE WEEKLY, MONTHLY, AND YEARLY STATUS REPORT                    |      |     |    |     | 12  | Cpl |    | 6-F-37 |
| <u>DUTY AREA 22 - PERSONNEL MANAGEMENT: E1 TO E3</u>               |            |  |      |     |    |     |     |     |    |        |
| 1)   | 3052.22.01 | SUPERVISE PRESERVATION, PACKAGING, AND PACKING (PP&P) SAFETY PROGRAM |      |     |    |     | 36  | Sgt |    | 6-F-38 |
| 2)   | 3052.22.02 | SUPERVISE RECEIVING OPERATIONS                                       |      |     |    |     | 12  | Sgt |    | 6-F-38 |
| 3)   | 3052.22.03 | SUPERVISE PRESERVATION   |      |     |    |     | 12  | Sgt |    | 6-F-39 |
| 4)   | 3052.22.04 | SUPERVISE CONTAINER MANUFACTURING OPERATIONS                         |      |     |    |     | 24  | Sgt |    | 6-F-40 |
| 5)   | 3052.22.05 | SUPERVISE CUSTODY PROCEDURES   |      |     |    |     | 12  | Sgt |    | 6-F-40 |
| 6)   | 3052.22.06 | SUPERVISE HAZARDOUS MATERIAL PROCESSING                              | X    |     |    |     | 12  | Sgt |    | 6-F-41 |
| 7)   | 3052.22.07 | SUPERVISE PREPARATION FOR SHIPMENT OPERATIONS                        | X    |     |    |     | 12  | Sgt |    | 6-F-41 |
| 8)   | 3052.22.08 | SUPERVISE PREPARATION FOR CARE IN STORAGE                            | X    |     |    |     | 12  | Sgt |    | 6-F-42 |
| 9)   | 3052.22.09 | SUPERVISE PREVENTIVE MAINTENANCE PROGRAM                             |      |     |    |     | 18  | Sgt |    | 6-F-43 |
| 10)  | 3052.22.10 | SUPERVISE PRIORITIZATION OF WORKLOAD                                 |      |     |    |     | 18  | Sgt |    | 6-F-43 |
| 11)  | 3052.22.11 | SUPERVISE EMBARKATION PROCEDURES                                     |      |     |    |     | 18  | Sgt |    | 6-F-44 |
| <u>DUTY AREA 23 - OPERATIONAL FUNCTIONS: NCO</u>                   |            |  |      |     |    |     |     |     |    |        |
| 1)   | 3052.23.01 | CONTROL SPECIAL TOOLS  |      |     |    |     | 18  | Cpl |    | 6-F-45 |
| 2)   | 3052.23.02 | OPERATE AUTOMATED MATERIAL HANDLING EQUIPMENT (AMHE)                 |      |     |    |     | 18  | Cpl |    | 6-F-45 |
| 3)   | 3052.23.03 | PERFORM PROCESS PLANNING   |      |     |    |     | 12  | Sgt |    | 6-F-46 |
| 4)   | 3052.23.04 | PERFORM IN PROCESS QUALITY CONTROL PROCEDURES                        |      |     |    |     | 12  | Sgt |    | 6-F-46 |
| <u>DUTY AREA 24 - CONTAINER MANUFACTURING: NCO</u>                 |            |  |      |     |    |     |     |     |    |        |
| 1)   | 3052.24.01 | DESIGN WOOD SHIPPING/STORAGE CONTAINERS                              |      |     |    |     | 18  | Sgt |    | 6-F-48 |
| 2)   | 3052.24.02 | CONSTRUCT SHIPPING/STORAGE CONTAINERS                                |      |     |    |     | 18  | Sgt |    | 6-F-48 |
| 3)   | 3052.24.03 | CONSTRUCT WOOD PALLETS   |      |     |    |     | 18  | Sgt |    | 6-F-49 |

| <u>SEQ</u>   | <u>TASK</u> | <u>TITLE</u>   | <u>CORE</u> | <u>FLC</u> | <u>DL</u> | <u>PST</u> | <u>SUS</u> | <u>REQ</u> | <u>BY</u> | <u>PAGE</u> |
|--|-------------|--|-------------|------------|-----------|------------|------------|------------|-----------|-------------|
| <u>DUTY AREA 27 - PREPARATION FOR SHIPMENT FUNCTIONS: NCO</u>  |             |  |             |            |           |            |            |            |           |             |
| 1)   | 3052.27.01  | PREPARE SHIPPER'S DECLARATION FOR DANGEROUS GOODS FORM         | X           |            |           |            | 12         | Sgt        |           | 6-F-52      |
| 2)   | 3052.27.02  | PREPARE PERISHABLE LABELS (DD FORMS 1502,1502.1,1502.2)        | X           |            |           |            | 12         | Sgt        |           | 6-F-52      |
| 3)   | 3052.27.03  | VERIFY PACKAGING OF HAZARDOUS MATERIALS CONTAINERS             | X           |            |           |            | 12         | Sgt        |           | 6-F-53      |
| <u>DUTY AREA 42 - PERSONNEL MANAGEMENT: SNCO</u>               |             |  |             |            |           |            |            |            |           |             |
| 1)   | 3052.42.01  | SUPERVISE PROCESS PLANNING                                     |             |            |           |            | 18         | SSgt       |           | 6-F-55      |
| 2)   | 3052.42.02  | SUPERVISE ACCOUNTING PROCEDURES                                |             |            |           |            | 12         | SSgt       |           | 6-F-55      |
| 3)   | 3052.42.03  | SUPERVISE REIMBURSABLE FUNCTIONS                               |             |            |           |            | 12         | SSgt       |           | 6-F-56      |
| 4)   | 3052.42.04  | SUPERVISE PRESERVATION AND PACKAGING OPERATIONS FOR DEPLOYMENT |             |            |           |            | 18         | SSgt       |           | 6-F-56      |
| <u>DUTY AREA 43 - OPERATIONAL FUNCTIONS: SNCO</u>              |             |  |             |            |           |            |            |            |           |             |
| 1)   | 3052.43.01  | PERFORM QUALITY CONTROL PROCEDURES ON OUTGOING MATERIAL        |             |            |           |            | 12         | SSgt       |           | 6-F-58      |
| 2)   | 3052.43.02  | CONDUCT QUALITY ASSURANCE EVALUATIONS                          |             |            |           |            | 12         | SSgt       |           | 6-F-58      |
| 3)   | 3052.43.03  | COORDINATE LOGISTICS SUPPORT REQUIREMENTS                      |             |            |           |            | 12         | SSgt       |           | 6-F-59      |
| 4)   | 3052.43.04  | TRACK STATUS OF ITEMS PROCESSED THROUGH PRESERVATION           |             |            |           |            | 24         | SSgt       |           | 6-F-60      |
| 5)   | 3052.43.05  | PERFORM PREVENTIVE MAINTENANCE (PM)                            |             |            |           |            | 18         | SSgt       |           | 6-F-60      |
| <u>DUTY AREA 44 - CONTAINER MANUFACTURING: SNCO</u>            |             |  |             |            |           |            |            |            |           |             |
| 1)   | 3052.44.01  | ASSEMBLE TRIPLE-WALL CORRUGATED FIBERBOARD SHIPPING CONTAINERS |             |            |           |            | 18         | SSgt       |           | 6-F-61      |
| <u>DUTY AREA 47 - PREPARATION FOR SHIPMENT FUNCTIONS: SNCO</u> |             |  |             |            |           |            |            |            |           |             |
| 1)   | 3052.47.01  | ESTABLISH CHAIN OF CUSTODY PROCEDURES                          |             |            |           |            | 18         | SSgt       |           | 6-F-64      |

INDIVIDUAL TRAINING STANDARDS SUPPORTED BY DISTANCE LEARNING PRODUCTS

There are no Distance Learning Products assigned to any tasks in this order.



INDIVIDUAL TRAINING STANDARDS SUPPORTED BY PERFORMANCE SUPPORT TOOLS

There are no performance support tools assigned to any tasks in this order.